



Family Advocate

Responsibilities of this position entail

- Provide family advocacy for shelter residents including, but not limited to: information, referrals, and situational counseling.
- Provide family advocacy for non-resident callers.
- Implement on-going, goal-based case management with residents including a review of the case file goals and objectives no less than once per week.
- Lead daily consultations with pertinent staff relative to residents' progress and concerns.
- Take whatever reasonable steps are necessary to facilitate referrals and assist residents in obtaining goals, and strategizing and introducing clients to specific problem-solving techniques.
- Consult with community agencies, organizations, as required; maintain resource booklets on community resources.
- Provide brochures, cards, information to the law enforcement and medical communities regarding services of Forbes House and issues of domestic violence.
- Intake residents into shelter completing all necessary paperwork and entering documentation into computer system.
- Enforce all house rules in accordance with current policies and procedures.
- Complete and submit all documentation, reports, correspondence, and statistics required in performance of assigned duties in a timely manner.
- Attend weekly mandatory staff meetings, scheduled supervisory conferences and all mandatory meetings/assignments.
- Attend training as scheduled.
- Travel on agency business, in own vehicle, mileage determined by agency.
- Promote the agency's goals and objectives.
- Other duties as required by expansion of facility or programmatic changes.

Qualifications:

- One year of experience working in a human service or advocacy role.
- Bachelor Degree in social services recommended