



Family Advocate Job Description

The Family Advocate/ is supervised by the Assistant and Executive Director.

The duties of this position are as follows:

- Provide family advocacy for shelter residents; including, but not limited to: information, referrals, legal advocacy, and situational counseling.
- Provide family advocacy for non-resident callers.
- Implement on-going, goal-based with residents including a review of the client 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; such as accompanying residents to appointments, calling, and writing appropriate officials and community representatives, strategizing and introducing clients to specific problem-solving techniques.
- Consult with community agencies, organizations, officials, and courts, as required; maintain resource booklets on community resources.
- Intake residents on shift into shelter completing all necessary paperwork and entering documentation into computer system, as well as departure clients.
- 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 staff meetings 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.