



*People-focused, community-driven*

## **Position Open** **Family Advocacy Specialist**

Posted: 01/24/2018

Deadline: 02/07/2018

Status: Full time with benefits

Hourly Rate: \$16.75-\$20.00 Based on experience

Location: Red Wing/Wabasha

EOE/ADA

### **Care Management 50%**

- Assist program applicants, including, but not limited to:
  - assess situation to determine most appropriate service and approach
  - build positive relationships with participants
  - assist families in identifying and setting realistic goals, time tables, and strategies to achieve goals
  - serve as advocate for participants
  - make appropriate referrals to other agencies or programs
  - assist participants in skill development, (self-esteem, assertiveness, managing finances, etc.)
  - participate in agency teams to provide comprehensive services
- Provide on-going case management/service coordination to program participants.
- Maintain high level of knowledge of local service/programs available to program participants.
- Be available to other Family Advocacy Services & Three Rivers staff for case consultation when appropriate.

### **Community Outreach 30%**

- Establish and maintain positive partnerships with community organizations, volunteer networks and the greater community.
- Play an active role in local collaborative efforts including facilitating the Homeless Response Team in counties of service.
- Coordinate related volunteer activities.
- Create and maintain a positive agency image within the community.
- Conduct specific program outreach to educate the community and to reach underserved populations for programs including SNAP, MNsure, and Energy Assistance.

### **Program/Agency Compliance 20%**

- Maintain working knowledge of project grants including, but not limited to the following:
  - Transitional Housing Program (THP)
  - Family Homeless Prevention & Assistance Program (FHPAP)
  - Rural Housing Assistance & Stability Program (RHASP)
  - Emergency Solutions Grant (ESG)

- Crisis Services (Economic Bridging) i.e. United Way, Collaborative, etc. funds
- SNAP (Food Support) Outreach
- MNsure
- Prairiewood Townhomes Permanent Supportive Housing Project
- Collect, track, and submit documentation required by funding source
- Maintain forms and systems for programmatic and participant records
- Comply with Outcome Measures tracking and reporting process
- Maintain timely communication in reporting process
- Attend all departmental, agency, and grant required meetings and trainings
- Timely, thorough, and accurate data entry as required in CAP60 and HMIS

**Qualifications**

BA or BS degree

Previous case management/service coordination experience

Bilingual individual preferred