



## FAMILY CENTERED SERVICES POSITION DESCRIPTION FAMILY ADVOCATE

**Position Objectives:** To provide goal-directed support services and supervised visitation for clients. To coordinate and collaborate with internal programs, community agencies, and resources to advocate for at-risk children and families directly and indirectly. To provide assessment and intervention to families and children within the home, community, and office to meet goals and monitor progress.

### **Qualification Requirements:**

- High-school diploma/equivalent **OR** bachelor's degree in social work, psychology, sociology, human services, or related area of study or high-school diploma/equivalent
- Experience working directly with youth and families preferred
- Strength-based and trauma-informed perspective
- Passion for serving families and individuals with empathy and a collaborative mindset
- Commitment to providing confidential and ethical services
- Strong verbal and written communication skills
- Knowledge of child development
- Knowledge of community resources and programs
- Strong organization and time-management skills
- Flexible and able to handle crisis situations
- Valid Indiana's driver's license and the ability to transport self and others
- Reliable and safe vehicle, as well as vehicle insurance that complies with state minimum requirements
- Willingness to work evenings and/or weekends as needed

**Reports To:** CARES Director

### **Responsibilities:**

- Meet with clients on regular, scheduled basis to provide paraprofessional-level case management services
- Ensure client and family safety, with a continued awareness and focus on risk factors
- Conduct assessments and evaluations as necessary to gather client information and to assist with treatment planning
- Assess clients' needs, provide support, advocate, and make referrals to other programs and organizations
- Provide transportation as necessary
- Collaboratively create a treatment plan for clients to meet goals and needs
- Establish positive and trusting rapport with clients
- Identify and assess potential crisis situations, then create and implement safety plans as appropriate

- Implement interventions that align with the mission of the organization and the goals of the treatment plan
- Provide education about developmental stages, budgeting, home care, hygiene, parenting, substance misuse, routines, boundaries, and more as appropriate
- Follow all laws regarding reporting abuse and neglect, according to the Indiana Code
- Maintain confidentiality and adherence to HIPAA guidelines
- Maintain professional boundaries and ethical standards
- Prepare reports, keep records, and provide data for accountability and evaluation
- Testify in court and prepare court reports as requested
- Work as part of the treatment team for individuals and families. Treatment teams may consist of other FCS employees, referral sources, and representatives from other service agencies.
- Attend regular agency staff meetings and supervision meetings
- Perform other duties as assigned by supervisor

**Job Status:** Full-Time

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