

We eliminate poverty by empowering families and engaging communities



<b>Employee Name</b>	<b>Division</b>	
	<b>Economic Empowerment</b>	
<b>Job Title</b>	<b>Job Classification Code</b>	<b>FTE</b>
<b>Wilkin County Self Sufficiency Advocate</b>	<b>02</b>	<b>1.0</b>
<b>Originally Prepared By</b>	<b>Date Prepared:</b>	<b>FLSA Status:</b>
<b>Becki Johnson, Economic Empowerment Director</b> <b>Kim Trautman, Human Resources Director</b>	<b>9/2020 Update</b>	<b>Non-Exempt</b>
<b>Reports to</b>	<b>Approved By</b>	
<b>Whole Family Services Coordinator</b>	<b>Lori Schwartz, Executive Director</b>	
<b>Employee's Signature</b>	<b>Date</b>	
<b>Supervisor's Signature</b>	<b>Date</b>	

**JOB FUNCTION:**

Provide community outreach, education and support services to eligible families and individuals in order to achieve self-sufficiency by promoting and providing opportunities for asset development and family economic success through Community Action Programs.

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### **AGENCY EXPECTATIONS:**

- 1) Embrace, advocate, and carry out the mission, vision and core values of the Agency and adhere to all Agency Policies and Procedures
- 2) Familiarize and work toward the achievement of Agency-wide strategic plan goals, strategies and measures
- 3) Acts as a role model within, as well as outside the Agency
- 4) Provide friendly, responsive service to the public, community organizations and to those we serve
- 5) With a respectful and positive attitude, work with low income individuals and families with diverse backgrounds
- 6) Support, develop and maintain productive relationships required to carry out job activities
- 7) Demonstrate flexible and efficient time management
- 8) Maintain the security and confidentiality of all records and interpersonal interactions
- 9) Work effectively and cooperatively with community partners and co-workers
- 10) Participate in and/or lead Agency committees

### **REPORTING TO THIS POSITION ARE: NONE**

### **ESSENTIAL FUNCTIONS:**

#### **I) Housing and Economic Empowerment Programs**

- a) Outreach to other organizations involved with low-income households
- b) Identify, recruit and encourage potential participants
  - i) Select clients from eligible applicants
  - ii) Conduct intake and orient clients to program services
  - iii) Accurately complete intake packets and verify information to determine eligibility for Housing and Economic Empowerment programs
- c) Determine needs of potential clients and prioritize resource purchases according to grant guidelines and fiscal procedures
  - i) Evaluate client supportive service requests based on budget and client's goal plan
  - ii) Arrange support service requests with vendors
  - iii) Connect clients with services
- d) Complete program reports as requested by the Program Director or Housing Coordinator
- e) Complete and enter client data into data collection system
- f) Provide case management services to assigned participants
  - i) Provide information and referrals when necessary and act as a liaison and client advocate for referrals as appropriate
  - ii) Maintain client files
  - iii) Monthly home visits
  - iv) Connect with landlords and make housing inspections
- g) Responsible for Breckenridge office building oversight

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### **2) Community Outreach:**

- a) Complete public benefits applications and screening (SNAP, medical, etc.)
- b) Outreach tables at community events
- c) Teach Financial Literacy classes

### **3) Assist co-workers and volunteers to operate VITA tax program**

### **4) Agency and Division Support:**

- a) Represent Agency in the communities we serve
- b) Compile and submit required reports and data to Supervisor
- c) Assist with other program projects as requested by Supervisor
- d) Attend and participate in agency, community and state meetings important to effective Agency operations
- e) Assess needs for professional development and conduct training for intra/interagency staff as required
- f) Availability to work designated Agency hours for your Division and position

### **5) Commit to, embrace, and uphold the CAPLP Core Values**

- a) *Raise the Bar: We always strive for excellence and never settle for the status quo – Be your best self; Hold yourself and your team accountable; Always best practice*
- b) *Be Brave: We challenge ourselves to go further than before, endure obstacles and try new things – Think outside the box; Take risks; Say the hard things ... be part of the solution*
- c) *Do the Right Thing: We have the strength of character to do the right thing even when it's not easy – Lead by example; Be mission-driven; Be professional and ethical . . . even when no one is looking*
- d) *Care for Each Other: We respect, trust and care for ourselves, our customers and our teammates – Be kind; Assume the best; Take time to build relationships; Celebrate success*
- e) *Help People: We help people to help themselves and each other, focusing on those who need us the most – Show compassion; Embrace diversity; Go the extra mile*

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### **QUALIFICATIONS:**

#### **Minimum**

- Bachelor's degree in Social Work, or another Human Service-related field
- Valid driver's license

#### **Preferred**

- Certification or familiarity with Homestretch training, asset training resources, financial literacy curriculums, and community & small business resources
- Ability to work independently and to work with families and individuals in crisis situations

### **AMERICANS WITH DISABILITY SPECIFICATIONS:**

- **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
  - The employee must occasionally lift and/or move up to 50 pounds however the employee should never lift over 50 pounds
  - Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **WORK ENVIRONMENT:** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.