



Kingdom Builder's Family Life Center Announcement of Open Position

Adult & Youth Program Advocate

Posted: August 23, 2020

Position will start January 1, 2021

Salary: \$35,000 + benefits package available

Reporting to the Executive Director

Classification: Regular, Full Time (40 hours), Exempt

Deadline: Open until filled

Submit a cover letter, resume, and an employment application at our website: www.kingdombuildersfamilylifecenter.org

Position Summary:

The Adult & Youth Program Advocate is responsible for working to assess the needs of all clients providing case management, advocacy, crisis intervention, and safety planning for families in a direction of increased economic and social self-sufficiency by assisting in developing a service plan, set goals, monitor progress of goals, and coordinate needed support services with other service providers.

DUTIES AND RESPONSIBILITIES

- Provide education, information, and support to program participants (adults and children) through advocacy and empowerment-based case management services.
- Provide nontherapeutic services to families enrolled in our programs.
- Treat clients with respect, dignity, and empathy utilizing Trauma Informed Care best practices.
- Maintain confidentiality as directed by the client or by KBFLC's mandatory reporting obligations.
- Work cooperatively with other agencies and individuals (e.g. Colorado Springs Police Department and El Paso County Sheriff's Office Advocates, District Attorney's Advocates, Department of Human Services staff) involved with the client to ensure comprehensive service delivery for clients.
- Provide crisis line services including crisis intervention, advocacy support, safety planning, and resource referrals.
- Provide intake interviews and assessments of all program participants.
- Provide on-call/after-hours support (AHS) monthly, or as requested by supervisor.
- Develop and demonstrate knowledge and expertise regarding domestic violence and sexual assault.
- Facilitate support groups, life skills and informational classes, and meetings, as required.
- Communicate necessary information in the Client log and follow up as needed.
- Assist in developing and implementing new program procedures.
- Meet regularly with the program staff to review assigned caseload and other meetings.
- Adhere to work schedule and be available to provide back-up coverage.
- Provide training, instruction, guidance and support to other staff, volunteers, and interns.
- Understand department objectives and how they relate to the goals of the agency.
- Provide coverage to other programs when needed, which may include, but is not limited to attending court hearings, conducting victim outreach, providing court support, assisting with walk in clients, and responding to call-outs.
- Other duties assigned by the Executive Director

Qualifications

ESSENTIAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and ability required for this position. Reasonable accommodations can be made to enable individuals with disabilities to perform these essential functions.

- Experience providing social service to families and people who are victims of crime.
- Must be willing to complete and able to pass background and child abuse and neglect history checks.
- Pre-employment physical and drug test if selected for position.
- Experience developing and conducting life skills or educational classes to adults and children is preferred.
- Excellent organization, communication (verbal and written), problem solving, listening, and interpersonal skills.
- Able to give attention to detail while being able to see the big picture.
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self-care.

KBFLC is a drug free workplace and equal opportunity employer. It is the policy of KBFLC to staff positions with the best qualified people regardless of race, color, national origin, age, gender, disability, or veteran status. In addition, policies that affect employees will be carried out without regard for these factors. Although everyone has a different potential, we all do better when we have an equal opportunity to succeed.

How to apply: submit cover letter and resume to info@kingdombuildersfamilylifecenter.org.

You can also apply online at: www.kingdombuildersfamilylifecenter.org