Crisis Center North Job Description

Title: Economic Empowerment Advocate

Reports To: Direct Services Supervisor

Status: Non-exempt

General Summary:
To function within the framework of the philosophy, mission and policies of CCN. Also, to develop and coordinate a system of economic empowerment services that aid clients in developing self-sufficiency and a sense of empowerment.

Knowledge, Skills and Abilities:
The incumbent must have an ability to work coherently with diverse populations. She/he must be able to organize, coordinate and provide services that will reflect upon clients’ needs. She/he must also have an ability to communicate the principles of victim advocacy, a commitment to the empowerment philosophy of the domestic violence movement and complete the PCADV state approved domestic violence training.

Essential Functions:
1. Design short and long-term goals to meet clients’ individual needs
   Key Tasks:
   a. Work with clients in competing intake and needs assessment information
   b. Assist clients in developing a plan for meeting short and long-term goals for finances, employment, education, etc.
   c. Maintain contact with participants on a regular and/or as needed basis
   d. Participate on on–call advocacy team, providing crisis counseling, accompaniment and follow-up

2. Act as a primary resource for clients served
   Key Tasks:
   a. Oversee updating of resources associated with employment, education, housing, financial education. Manage relocation and microlending fund dissemination.
   b. Maintain one-to-one contact with service and education providers, employers, financial institutions, etc to ensure comprehensive and quality referral information and or working partnership
   c. Aid clients (via advocacy) in accessing and navigating community resources, including victim’s compensation
   d. Act as a mentor in assisting clients in developing skills associated with meeting economic empowerment goals.

3. Assess clients’ needs and link clients to appropriate services and community agencies
   Key Tasks:
   a. Interact with community groups to provide resources and opportunities to clients
   b. Aid in the improvement of community resources via memberships in community task forces
   c. Serve as a mediator between clients and service providers
   d. Develop effective strategies for client information gathering, maintenance and periodic review of files

4. Track and document service provisions
   Key Tasks:
   a. Maintain intake information on each client
b. Maintain confidential, up-to-date, clear and accurate case records  
c. Oversee case records to assure all written documentation is correct  
d. Compile statistics and submit appropriate reports in a timely manner

5. Ensure a smooth transition of services
   Key Tasks:  
a. Meet with the Assistant Director, Direct Services Supervisor and counseling team on a regularly scheduled basis to develop planning and program objective goals  
c. Complete needed information in a professional, timely manner

6. Participate as a team member
   Key Tasks:  
a. Attend all required staff meetings, training sessions and provide reports to fellow staff regarding program area as necessary  
b. Offer support and assistance to peer staff members  
c. Adhere to CCN Confidentiality Policy  
d. Maintain a professional manner at all times  
e. Must serve on hotline  
f. Assume other VOCA-related duties as assigned

Education and Experience:
Bachelor's degree in social work or a related field

Hours:  
40 hours a week or as required

________________________  __________________________  ______
Employee                     Supervisor                     Date

My signature indicates that I have reviewed this job description. I understand that this is not a contract for employment with Crisis Center

sjd 02/2019