OPERATION Breakthrough

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Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job openings below.

FAMILY ADVOCATE - Part Time

Job Summary: A Family Advocate works with families to provide on- and off-site support and advocacy services.

Qualifications: Bachelors Degree or Masters Degree in Social Work or related field with a minimum of two years experience working with underserved, low income families preferred. Must have basic computer literacy, the ability to transport clients, and the desire to work in a fast-paced environment. CPR and First Aid Certified. (Training paid and provided by the company.) A current physical, TB test, background test and drug test are required. Drug test and background test are given by the company at company expense. TB and physicals are done by the employee at the employee's expense prior to hire.

Essential Functions:

* Provide support and advocacy services, on- and off- site, for families concerning: mental and physical health services, involvement with Children's Division, educational needs, legal and housing assistance, employment search and support, and crisis intervention.
* Provide clinical case management service for families as required by housing vouchers, and voluntary case management services as requested by clients.
* Provide social/ emotional crisis intervention to families. Connect families to appropriate community resources, such as financial assistance, mental health treatment, housing, employment, healthcare, and to address other needs as identified.
* Collaborate with community partners to ensure that interventions and community support services are available and easily accessible.
* Connect families to internal agency services, including: food, clothing, diapers, financial assistance, and health and mental health services.
* Collaborate as a member of an interdisciplinary team within our agency. Attend weekly huddles and provide a social work perspective when addressing family situations.
* Complete Needs Assessments, Family Partnership Agreements, and regular updates with families and ensure that information is entered into required systems. Support families in their identified goals and track their progress.
* Maintain accurate and timely documentation regarding communication and activities with families and services received, including completing required reports, in accordance with policies and procedures.
* Monitor, document, and follow up on attendance issues weekly to ensure both the safety of children and families and compliance with the attendance policy.
* Support families in maintaining certification for childcare. Communicate regularly about a family's certification status; help families identify ways to become certified and track monthly progress and compliance with identified plan.

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Essential Functions:

* Participate collaboratively in community activities for networking, advocacy, and program visibility, in accordance with agency policies and procedures.
* Provide Case Management and oversight to Operation Breakthrough's Supportive Housing Program, in partnership with Amethyst Place. Responsible for screenings, case management, and other activities to ensure the program's continued success.
* Collaborate with other departments to plan and facilitate parent programming.
* In collaboration with other agency staff and parents, develop systems to ensure integration of parents in all program activities.
* Attend staff meetings, trainings and other professional activities as determined by the Social Services Department or other agency administration.
* Work cohesively as a team within the social service department.
* Compile and submit all paperwork by the required deadlines; completing reports as specified.
* Maintain CPR and First Aid Certification.
* Update TB and physical exam every other year.
* Maintain supplies as needed for classroom activities.

Competencies:

* Dependability including arrives at work on time, uses approved lunch / break times appropriately, follow procedures in requesting and reporting leave time, document all times leaving and returning to the building.
* Good hygiene and personal appearance.
* Promote communication, warmth and respect among all families, staff and volunteers.
* Maintain confidentiality with regard to staff, children and families according to established guidelines.
* Model appropriate behavior, language and communication skills for children, families and other staff.
* Interact respectfully and professionally with others.
* Sensitivity to diverse learning styles, knowledge/skill levels and cultural orientation.
* Creativity and new ideas.
* Ability to bend, kneel and squat many times each day.
* Ability to lift and carry up to 45 pounds several times a day.

Working Conditions: Indoor office and on-site home visits.
Reports to: Director of Clinical and Social Services
Deadline: Until filled.