



Job Description

Job Title: Family Development Advocate (Full-Time)
Report To: Chief Executive Officer/Deputy Director
Starting Wage: \$50,000/Year
FLSA Status: Non-Exempt/Hourly

Job Statement:

The Family Development Advocate (FDA) is responsible for providing social service case management services to low-income residents.

Duties and Responsibilities:

This list of duties and responsibilities are not all-inclusive and may be expanded to include other duties and responsibilities, when appropriate. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

- Assess clients' social service needs and conduct individual assessments to determine program placement prioritization
- Prepare referrals in accordance with client's needs
- Provide mediation and advocacy for clients
- Implement conflict resolution strategies as needed
- Monitor resident organization actions to ensure compliance with guidelines and regulations
- Facilitate resident meetings
- Assist with resident activities, including assisting in task completion and planning activities
- Prepare reports outlining social service cases, monthly activities, etc.
- Prepare, develop and measure outcomes for Client Development Plans and Agreements
- Determine family needs for social services and link the household to those specific resources
- Coordinate with police liaison officer and outside family members to incorporate additional strategies with the Households Development Plan

Qualifications and Knowledge:

- Bachelor’s degree in Social Work or another related field required. One-years of related experience preferred.
- Ability to understand and execute social work and case management standards and practices.
- Understanding of federal, state, and local laws and regulations.
- Advanced computer skills including proficiency in Microsoft Office products.
- Strong teamwork skills with the ability to communicate effectively with team members, clients, service providers and public.
- Understanding of low-income client populations and their social service needs.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to maintain confidentiality.
- Ability to regularly travel throughout the Authority’s coverage area and occasionally travel out-of-town for various training opportunities and work-related activities, including week nights, weekends and overnight.
- Possession of a valid driver’s license and insurability under the Authority’s insurance carrier’s standards.

The employee performs routine duties following established HUD and Housing Authority guidelines. Routinely, the employee may make decisions concerning residents or maintenance problems using personal judgment based on prior experience. Situations not covered by guidelines are referred to the supervisor or handled independently, depending on the circumstances.

The above statements reflect the general details necessary to describe the essential functions of the position and may not be construed as a detailed description of all the work requirements that may be required during your employment. Your signature below constitutes your acceptance and understanding of the essential functions and requirements of this position.

Signature

Date