

Family Advocate – Employment and Accessibility Specialist

This position fulfills essential services in the main area of case management, as well as resources, referrals, interventions and services for career planning, employment opportunities and accessibility.

The Family Advocate, Employment and Accessibility Specialist will provide case management services for a caseload of 16 families and will assist with designated aspects of the College-to-Career Initiative as directed by the Workforce Development Manager including, but not limited to: direct services, intake and assessment, referrals and collaboration efforts, and ongoing communication with community partners. This position requires strength-based assessment and planning with families in transition, utilization of community resources, and interventions with individuals that result in personal growth and self-sufficiency. This position initiates and sustains community partnerships with individuals and organizations that contribute to the mission of the organization. This position assists, plans and implements appropriate activities, services and events for program participants.

Additionally, the Family Advocate, Employment and Accessibility Specialist serves as an expert on workforce development issues for low-income single parents who are establishing a career pathway, participating in postsecondary education or job preparation training, or those seeking employment, job retention assistance, or career advancement. The Family Advocate will assist residents by developing individualized plans and by facilitating connections to benefits, workforce services, vocational assessment and other support services as needed to successfully transition to gainful employment. Emphasis will be placed on developing program components to increase employment opportunities, vocational training, and the promotion of careers providing family-sustaining wages for Warren Village families.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Essential Duties and Responsibilities

Case Management Duties:

- Implement Warren Village mission through case management activities with 16 program participants
- Conduct monthly case management meetings with each client.
- Coach individual residents to set goals, develop plans, and accomplish desired outcomes.
- Link people with systems that provide them with resources, services, and opportunities to work towards economic self-sufficiency.
- Develop plans with client including specific interventions that will enhance the developmental, problem-solving, and coping capacities.
- Establish a culture of ability and high expectations for clients.
- Demonstrate an ability to form a professional working relationship with clients in an empathetic, respectful and non-judgmental way.
- Complete necessary reporting requirements including biopsychosocial intake assessments, case notes and progress reports.

- Responsible for data collection and entry, daily communication through email and utilization of current technology, Warren Village databases, and Microsoft Office programs.
- Strong communication required in both written and oral formats.
- Assist with referrals to the FEC financial coach.
- Assist clients with resolution of criminal background issues.
- Represent Warren Village in the Denver community through participation in meetings and partnerships that contribute to meeting the goals of the Family Services Department.
- Build collateral contacts to increase number and quality of community and organizational resources.
- Assist with applicant admission process, including assessment interviews and training of interns.

Specific Duties for Family Advocate, Employment and Accessibility Specialist

- Work directly and collaboratively with residents seeking fulltime or part time employment, internships or job preparation education opportunities.
- Assist residents in creating a resume, cover letter, and improving interview skills
- Conducts and produces Career Development Assessment with each new resident.
- Administer Strong Interest Inventory or other career inventory assessments for interested residents.
- Responsible for client education and promotion of Middle Skills jobs, Top Jobs for Colorado and corresponding industry-specific career pathways.
- Assist to further develop, plan and implement Warren Village College-to-Career Initiative and career development services.
- Provide knowledge and research regarding needs, trends and challenges of workforce development and self-sufficiency standards for Colorado.
- Develop and produce educational and program marketing and communications materials for Career Pathways and Middle Skills/Top Jobs including brochures, flyers, posters, lobby displays and other collateral.
- Initiate and assist clients with SSI applications and/or referrals to disability focused services (e.g. Division of Vocational Rehabilitation).
- Provide ongoing support for clients who are currently receiving SSI.
- Serve as point of contact for Department of Vocational Rehabilitation, The Initiative, DRCOG and Bayaud Enterprises for residents in need of accessibility services
- Serve as point of contact for employment placement agencies for residents seeking employment i.e. Activate Workforce Solutions and Human Touch Home Health
- Assist residents with international degrees to attain evaluation/certification of degrees for employment opportunities in the United States.
- Assist residents in need of applying for unemployment with application and ongoing support as needed.
- Work collaboratively with Program and Evaluation Specialist to provide input on life-skills courses and curricula for program participants, including Employment, and events such as employer panels, and career fairs. Curricula should reflect strategic alignment with Warren Village goals for Family Services and soft-skills development.
- Attend community workforce sector meetings as appropriate.
- Advise staff led DEI committee on accessibility related advocacy
- Promote the goals of the organization through tours, presentations and written articles, as needed.

Minimum Qualifications:

Bachelor's degree in Social Work, Human Services or Education.

(Education substitute: 2 years of related experience for one year of education.)

Preferred education and/or experience:

- Experience working in employment industry/systems.
- Experience providing mental health services preferred.
- Bilingual (Spanish, French, Arabic or Swahili) and/or experience with culturally diverse people a plus.
- If driving is required, employee must have a valid driver's license and the ability to drive Warren Village vehicles.

Salary & Benefits: DOE - \$42,000 to \$50,000. This is a full time, year-round position with an attractive benefit package including medical, dental, and vision insurance as well as sick time, paid time off, flexible spending accounts, company paid Life, STD, and, LTD insurance, a child care discount in our fully accredited Early Learning Center, and a matching 403(b) retirement plan. Salary is commensurate with experience and educational credentials.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: Employment and Accessibility Specialist

- Resume
- Cover Letter