



Transforming Parents' Lives. Improving Children's Futures.

Family Advocate – Family Wellness Team

Summary/objective:

The primary role of this position is to fulfill the essential resident coaching services for 16-32 Warren Village families.

Additionally, this position is a member of the Family Services Department. The Family Wellness team develops program components, coordinates services, and develops individual plans encompassing children, youth, families, physical and mental health, youth accessibility services, evening programming and Life-Skills class coordination, onsite youth enrichment programming, building inclusive community, and opportunities for increased connectedness to enhance the self-sufficiency of Warren Village residents.

Warren Village recognizes that our backgrounds are broad, and our talents are many, from different lived experiences. We value and leverage our differences to encompass and reflect the communities we serve. We align our policies, practices and resources so that people of all races, cultures, identities and socioeconomic status may feel valued and respected.

Essential Functions and Responsibilities:

- Implements Warren Village mission through coaching activities with 16-32 program participants; monitor and document progress on individualized plans.
- Utilizing a Mobility Mentoring approach, conducts detailed Bridge to Self-Sufficiency assessments to identify each family's strengths, needs and establish individual mobility goals related to upward economic mobility, including housing, budgeting, career and education, childcare, health care and more.
- Works directly and collaboratively with residents for greater opportunities and access to health services including, but not limited to, physical health services, mental health services, and youth disability services coordination.
- Works directly and collaboratively with residents seeking or participating in services for school-age children including, but not limited to, onsite youth enrichment programming, school enrollment, and school readiness and educational supports for children.
- Work directly and collaboratively with residents seeking support for early childhood services including, but not limited to, parenting support, childcare enrollment, and benefit navigation of CCAP (Colorado Childcare Assistance Program)
- With a focus on equity and inclusion, work directly and collaboratively with residents to build and nurture an empowered community, and increase participation in resident programming such as Resident Advisory Committee, Family Voice, LEAD, or other community groups.
- Maintains a strong sense of emotional intelligence, reliability and flexibility to navigate complex issues at any given time without judgement.
- Communicates effectively to a wide array of audiences from participants to external stakeholders.
- Completes timely and accurate service documentation; maintains data management records and assists with program reporting tracking elements.

- Assists participants through problem solving, direct support, intervention, de-escalation and mediation as necessary.
- Utilizes a trauma-sensitive, coaching and 2Gen orientation in work with participants.
- Exhibits resourcefulness and ensures proper referrals are made in collaboration with internal and external resources.
- Assist with applicant admission process, including, but not limited to conducting two to three assessment interviews per week and participating in assessment review meetings.
- Complete necessary reporting requirements including biopsychosocial intake assessments, case notes and progress reports.
- Assist with intern supervision.

Other duties as assigned.

Competencies:

- Implements Warren Village mission through coaching activities with 16-32 program participants; monitor and document progress on individualized plans.
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Minimum Qualifications:

- Education. (*Education substitute: 2 years of related experience for one year of education.*)
- Minimum of one year of paid employment experience in case management, direct homeless services or working with low-income families.
- Paid experience working in a nonprofit agency.

Preferred education and/or experience:

- Bachelor's degree (BA) from four-year college or university, in Social Work, Human Services or Education.
- Documented experience working with children and basic understanding of child development.
- 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.

Work Environment:

The working environment is typically that of an office using a personal computer, printer, and other equipment.

Physical Demands:

Occasionally lifts and/or moves up to 25 lbs. Primarily a stationary position. The person in this position needs to occasionally move about inside the office/facility to access file cabinets, storage spaces, access units and building spaces by utilizing stairs, office machinery, etc. Constantly operates a computer and other productivity machinery, such as a calculator, copy machine and computer printer. Must be able to exchange accurate information in these situations.

Salary & Benefits: \$53,150 - \$67,000 DOE and Licensure

Attractive benefits package, including generous paid time off (sick/vacation days) and 12 holidays. One-week closure in both winter and summer (paid outside of PTO). Matching employer 403(b) plan. Comprehensive and affordable medical, dental and vision plans for employee and dependents. Virtual telemedicine program. Voluntary supplemental Short-Term Disability and other similar benefits. Plus, company paid life and long-term disability insurance paid and Employee Assistance Program. FSA and HSA accounts. Professional development and tuition reimbursement opportunities. Discounted Early Learning Childcare services available.

To Apply: Interested candidates should submit resume and cover letter (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **Family Advocate – Family Wellness***. This position will be posted until the latter of February 5, 2024 or until a qualified candidate is hired.

*When determining if a candidate is a good fit, we look at more than the jobs you have been paid to do but the ranges of ways you have picked up skills and knowledge through your life. If you feel you have lived experiences that may contribute to your experience for the position, please document in cover letter.

Only applicants selected for an interview will be contacted.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color,

religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender or other diverse identity, age, disability, marital status, or another protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.