



## The Matthews House

Growing Stronger Together

### **FAPT Family Advocate**

<b>Reports to:</b>	Family Services Director
<b>Job Location:</b>	Larimer County
<b>Status:</b>	Full-time; Non-Exempt
<b>Salary Range:</b>	\$43,680-45,760 (plus benefits)

**The Matthews House mission is to empower youth and families by building trusting relationships and providing resources to disrupt the cycles of poverty and abuse.**

**JOB DESCRIPTION:** Provides advocacy for youth and families within the Family Assessment & Planning Team (FAPT) and within other multiple systems families outside of FAPT, and helps navigate and connect families to community resources and develop natural supports within their communities.

#### **QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university OR Experience and/or formal accreditation programs can be substituted for formal education.
- Demonstrates skills critical to successful case management, including interdisciplinary collaboration, crisis management, and resource education and referral.
- Must be familiar with helping youth and families dealing with substance use, mental health, domestic violence, multi-generational poverty, and trauma.
- Must have proven organization, time management, critical thinking, and team partnership skills.
- Knowledge of community resources is required.
- Ability to respond safely to emergency situations.
- Must be able to transport and have a clean driving record.
- Must pass an FBI fingerprint screening.
- Skilled in using word processing, database and presentation software.
- Bilingual/bicultural Spanish speaker preferred, but not required.

#### **RESPONSIBILITIES:**

**The minimum performance expectations include, but are not limited to, the following:**

- Manage a caseload of 30 assigned families who need ongoing advocacy and follow up.
- Demonstrate ability to utilize a variety of social work theories and approaches (i.e. person-centered approach, stages of change, motivational interviewing, two-gen approach, etc.) to establish and maintain a relationship with the participants and progress in their case plan goals.
- Maintain contact with each family at a minimum of 1x/month.
- Encourage families to actively participate with the FAPT team and to complete the goals agreed upon in the FAPT meetings.
- Meet with families prior to FAPT meetings and can be the family's voice in these meetings.
- Assist families in identifying extended family and other supports.
- Take all necessary and reasonable precautions to protect families' information, equipment, materials and facilities.

- Develop and maintain a high level of knowledge regarding best practices in social work, diversity/equity/inclusion, funding sources, community resources and computer programs.
- Complete ongoing documentation of participant contact and monthly billing for contract compliance.
- Confidentially maintain complete and accurate participant files.
- Actively participate in weekly supervision with the Program Director individually and support suggestions and policies set by the Program Director and/or agency.
- Actively participate in all required monthly staff meetings, professional meetings and trainings.

**ADDITIONAL RESPONSIBILITIES:**

- Support and maintain the positive culture of The Matthews House and uphold agency values: relationship-centered, assume the best of people, own your role, innovation, remain curious..
- Communicate professionally through written documentation and verbal communication.
- Ensure all services provided are within the Matthews House guidelines and policies.
- Perform other duties as assigned.

**SCHEDULE & WORK ENVIRONMENT:**

- The Matthews House offers a flexible work schedule that can fit the applicant's needs.
- Some evenings may be required to fulfill the duties of this position.
- Services will be provided within the schools, community, and families' homes.

**BENEFITS:**

- Health insurance (medical, dental, vision) with employer contribution
- 401(k) with 3% match by employer
- Paid time off, plus holidays
- A mission-driven environment with strong staff culture

**EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION**

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.