



## **JOB OPENING ANNOUNCEMENT:**

### **SENIOR FAMILY ADVOCATE**

**Job Title:** Senior Family Advocate  
**Reports to:** FSC Program Director  
**Location:** Central Los Angeles  
**FLSA Status:** Full-Time  
**Deadline to Apply:** December 21, 2018

**SUMMARY:** Reporting to the Director of Family Support Services, the Senior Family Advocate provides case management and support services for low-income youth and families as part of the Wilshire Family Source Center network. Additionally, the Senior Case Manager is responsible for supervising 3 family advocates, providing oversight and coaching to the Case Management team and facilitating weekly case management meetings.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Case Management (70%)

- Conduct initial interview to determine eligibility for universal or case management services.
- Enroll youth and families in the FSC program and develop Individual Service Strategy for case managed clients and establishing regular case management meetings.
- Provide referral services and emergency support services (food, shelter, transportation, LHEAP) as needed.
- Maintain accurate records in Bresee and program-specific client databases and provide documentation and/or prepare periodic program reports as required.

#### Case Management Team Leadership (15%)

- Supervise 3 Family Advocates in the execution of their duties.
- Ensure case managed youth and families are linked to appropriate programs at Bresee, including academics, college prep, ESL classes, and financial literacy, to achieve youth and adult outcomes and provide wraparound services.
- Maintain regular communication with Bresee Lead Instructors, school counselors, teachers, social workers, WorkSource Centers, and GRYD staff to help case managed youth and families meet ISS goals. Act as a liaison for youth and families, including providing translation and helping to complete necessary paperwork.

#### Direct Service (15%)

- Lead or facilitate parenting class or parent support group meetings/activities.
- Assist with transportation for Bresee trips and special events using Bresee's vehicles.
- Participate in FSC team meetings and events, staff meetings, and other Bresee, collaborative partner or community meetings as requested.

- Assist with Bresee activities and events as requested.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must hold Master's degree from an accredited college or university, preferably in Social Work or Family Therapy.
- Must be bilingual in Spanish, proficient in speaking, writing, and reading.
- Minimum two-years working in nonprofit social service agency serving urban youth and families. Qualified candidates will possess excellent customer service skill and demonstrate sensitivity to multicultural issues, and be comfortable working in multi-cultural, urban environment.
- Must demonstrate professionalism in communication, teamwork, technical skills and be comfortable working with data
- Have or be qualified to obtain Class B license; DMV record check and DOT drug/alcohol testing will be required.
- Must submit to and successfully pass a criminal history background check.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent.

In office 75%, out of office 25%. Indoors 95%, outdoors 5%.

**HOURS AND BENEFITS:** Full-time position, occasional weekend and evening hours will be necessary. Benefits include medical and dental insurance, vacation and sick leave, and 401k type Pension plan.

**SALARY RANGE:** \$47,000 - \$52,000

**TO APPLY:** Submit cover letter and resume to [jobs@bresee.org](mailto:jobs@bresee.org) by December 21, 2018 with the Subject Line: FSC Senior Family Advocate.