

Job Title: Family Advocate-Russian speaking

Department: Social Services

Reports to: Social Services Director

Hours: Full time, Non-Exempt, generally 8-5 M-F.

Compensation: Starts at \$12.26/hour, to \$13.24 after 6 months of satisfactory performance. Health insurance, holidays and paid leave

SUMMARY

Provide strengths-based family advocacy with recently homeless Russian and non-Russian speaking families including families in which one or more adults has a disability. All families face multiple challenging issues that may create barriers to income self-sufficiency and permanent housing stability. Work in partnership with adult family members to develop and monitor the implementation of a goal plan aimed at housing stability and income self-sufficiency. Ensure that children's needs are being adequately addressed is equally important.

CRITICAL PERFORMANCE FACTORS:

1. Conduct in-depth needs assessments with all families in need to identify a history and profile to assess the following: housing history, income and work history, physical/emotional health treatment, criminal history, debt, social support and available resources, etc.
2. Assist each family to develop and track implementation of a goal plan that systematically addresses the actions needed to achieve self-sufficiency including but not limited to development of personal and work skills, employment, increased income, housing stability, transportation and child care.
3. Facilitate budget discussions with families to formulate and implement a plan that allows them to successfully manage financial resources, provide for current needs, address debts and plan for the future.
4. Use creativity and resourcefulness to ensure that families are aware of all community resources available for them and advocate with other service providers for the needs of families as appropriate.
5. Maintain accurate, complete, up-to-date documentation of service activities using Human Solutions procedures, forms and data reporting systems. Submit paperwork in a timely manner.
6. Maintain current case notes and goal plan for each family assigned and make regular entries regarding their activities to achieve goals.
7. Ability to understand and follow complex written and oral instructions, rules and procedures; to work independently and to be a vital and contributing part of a team.

QUALIFICATIONS

The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and abilities required.

Knowledge of:

- Russian culture and community

- Social and economic issues creating poverty, working successfully with practices and techniques related to people with low income to achieve greater self- sufficiency.
- Community resources and agencies providing social services needed by the homeless population.

Ability to:

- Apply required knowledge and identify in partnership with clients their needs and effective solutions
- Non-judgmentally elicit information and help problem solve around sensitive issues including but not limited to alcohol and drug use, domestic violence, child abuse and mental health.
- Plan and coordinate delivery of services
- Empower and support clients in life choices and change
- Provide leadership and to facilitate group process, and to relate and work cooperatively with all volunteers and staff
- Develop and maintain productive working relationships within Human Solutions, with public and private agencies, the general public and clients
- Be culturally sensitive to and communicate respectfully with a broad diversity of families
- Prepare and maintain clear, accurate, complete and timely records and reports
Maintain professional boundaries with all families served

EDUCATION and/or EXPERIENCE

Any combination of education and work experience in social services and case management totaling two years.

- Bachelor's Degree in social sciences or related field preferred but not required.
- Experience with crisis intervention, community networking and resource development.
- Bi-Lingual Russian/English required. Bi-Cultural Russian preferred but not required.
- General computer and word processing skills and willingness to learn other computer skills.

TRANSPORTATION

To perform the job effectively and efficiently, the successful applicant needs a reliable automobile, current Driver's License and current automobile insurance.

TO APPLY

Please send resume with cover letter to: Erika Silver, Director of Social Services, Human Solutions, 12350 SE Powell Blvd., Portland OR 97236 or via email to esilver@humansolutions.org . Open until filled.