

# Family Advocate Job Description



*Do you want to make a difference? Gilead House, a faith-based transitional home for single mothers and their children in need, located in Novato, California is seeking a part-time Family Advocate to work with our resident moms. The Family Advocate provides support to residents, guiding them through the process of setting and achieving goals throughout their year-long residence that will enable them to transition to independent living.*

*The Family Advocate acts as a coach to help the women develop the skills and supports they need to build a sustainable healthy life, coordinating with volunteer mentors, building community relationships and helping our moms connect with other resources and supports.*

## **The Family Advocate is focused on the following:**

- Under the supervision of the Executive Director, the Family Advocate supports all onsite relationship building efforts of the Gilead House in accordance with the agency's mission statement.
- The Family Advocate will support: resident management, mentors, implementing and execution of onsite programs, house needs, and the tracking of the personal growth and development of families at the Gilead House.

## **The Family Advocate is responsible for and has authority to perform the following specific duties:**

### **1. Resident Management**

- a. Build and maintain a Case File on each resident of the Gilead House.
- b. Conduct weekly meetings with residents to review required paperwork.
- c. Provide regular observation and status reports of all resident development and track accordingly.
- d. Conduct regular meetings to consider family needs, facilitate communication, provide guidance and feedback on referrals, and to support goal-attaining outcomes.
- e. Support residents in all areas including child development, health and mental health, disabilities services and family services.
- f. Keep an updated Resource Guide for residents.
- g. Maintain an updated resident waiting list.
- h. Interview potential residents.

### **2. Mentor Support**

- a. Guide and support the work of mentors
- b. Maintain mentor's manuals and update resources as needed.
- c. Recruit and train potential mentors.

### **3. Onsite Programs**

- a. Manage each resident's progress
- b. Assist with the implementation and execution of all onsite programs (parenting class, finance class, special grant-approved individual programs).
- c. Coordinate program volunteer needs and efforts.

#### **4. House Support**

- a. Maintain close contact with House Manager
- b. Review and address the needs in the weekly reports from House Manager
- c. Attend weekly house meetings at least once per month
- d. Be a sounding board and support for the House Manager
- e. Coordinate house support volunteer needs and efforts.

#### **The Family Advocate is responsible for the following manner of coordination of services:**

1. Assists in implementation and evaluation of goals, policies and activities designed to implement the Gilead House's mission, objectives and performance standards.
2. Meets regularly with the Executive Director to ensure that services are being delivered in an effective and efficient manner.
3. Conducts and/or participates in meetings when disciplinary issues are involved.
4. Serves as a representative of the program to the community and works with Executive Director to build community relationships. May attend community meetings as appropriate.
5. Supports positive growth of the program through clear communication, honest and frequent feedback, and regular meetings.
6. Supports resident program through shared problem-solving and clear decision making.

#### **Qualification Requirements**

- BA/BS in related field
- At least two years experience working in programs of related fields
- Experience in organizing and implementing programming
- Strong verbal and written communication and management skills
- Ability to work well with parents and children
- Experience working with diverse, low-income families
- Knowledge of how to access community resources
- Problem solving and conflict resolution skills

#### *More details:*

*Gilead House is a warm and inviting place that is located in a house, a real home in a residential neighborhood where families can find normalcy and support as they work to build a better future.*

*The Family Advocate works onsite in Novato 20 hours per week that may include 3 partial days and one evening per week.*

Interested candidates may apply by submitting a cover letter and resume to [info@gileadhouse.org](mailto:info@gileadhouse.org).