



923 5th street, International Falls, MN 56649 218-285-7673

## **Client Advocate Job Description—2025**

Hours per week	15-20 hours weekly
Pay per hour	\$15 Starting wage, \$16 after training completed, raises available each 6 months
Vacation Days	4 vacation days paid ( July 4, Thanksgiving, Christmas, New Years)
Earned Time Off	1 hr is accrued for each 30 hrs worked, available on the current or next pay check
Pay Schedule:	Once per month, the week following month's end
Training	20 hrs of training are required before the advocate is allowed with clients

## **Job Responsibility**

**Client Advocate** grows and nurtures client services and assists in daily activities of the center.

The main labors should be focused on client needs, client education, communication and maintaining client relationships.

## **Specific Job Duties**

### **Client Related**

1. Attend Client Needs / Contact Clients for Appointments / Educate & Mentor & Listen
2. Organize the Center, including client materials, office materials and garage.
3. Complete client charting and tracking details daily before leaving.
4. Lead, plan and prepare for Group Classes
5. Sit with clients daily as they complete classes, get materials or need encouragement
6. Complete training in a timely manor so as to be equipped for arising needs of the center.
7. Be able to carry bins, equipment and other items in and out of our garage and our basement daily.

### **Fundraising**

1. Attend all fundraising meetings and carry out fundraising duties

### **Office**

1. Clean and organize center such as vacuum, disinfect, mop, sweep, shovel.
- Organize client materials, garage supplies, kitchen and bathrooms daily.

### **Other**

1. Arrive 5-10 minutes before your clock in time
2. Use your time wisely during your shift, no personal phone calls, 5-10 lunch or snack break
3. All happenings at NOFW are confidential, if this confidentiality is broken your employment will be terminated

## **Other Prerequisites**

### **Qualities**

Be Timely

Have Access to a Vehicle

Ability to communicate well with people

Ability to listen to others and give positive feedback

Be joyful, hopeful, encouraging, generous and kind

Spread kindness to all clients, staff & donors

### **Faith Related**

Belief that Jesus Christ is God's Only Son

Pro Life Stance according to God's Word the Bible

### **Media / Outreach**

Smart Phone Knowledge

Internet Knowledge

Social Media (ability to learn and manipulate)

Microsoft Word, Excel, Publisher—Canva

### **Referrals**

Knowledge of Social Service Systems

### **Energy**

Ability to be on your feet for much of your shift

Be able to carry heavy items up to 50 lbs

Much of our day is an active level of pace

Questions for your interview

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