

Advocacy Services Coordinator Job Description Cooperative Christian Ministries and Clinic

2023

JOB TITLE: Advocacy Services Coordinator

DEPARTMENT: Advocacy

SUPERVISOR: Executive Director

Since 1997, CCMC, a 501(c)(3) nonprofit organization, has fulfilled our mission to improve life for our under-served, under-resourced neighbors by addressing physical, mental, and spiritual health, practical concerns and needs, and by disrupting poverty. We fulfill our mission by focusing on three areas of human need: Poverty Disruption, Charitable Healthcare Services, and Advocacy Services for those facing destabilizing circumstances.

GENERAL JOB DESCRIPTION

CCMC's Advocacy Services Coordinator oversees advocacy services on-site and off-site when needed. This position does initial assessment of clients to determine strengths, areas of concerns, and helps them to develop a plan that is focused on improving outcomes for persons experiencing de-stabilizing situations. This position works with a team to develop strategies to provide consultation and coordination with appropriate agencies and community resources that enable an appropriate care plan for each client. This is not a counseling position, although attentive and intentional listening skills are required.

MAJOR DUTIES AND RESPONSIBILITIES

- Coordinate and provide care for those facing instability that is safe, timely, effective, efficient, equitable, and client centered.
- Develop client centered plans and review case progress.
- Help clients achieve spiritual, physical, and mental wellness through referrals and coaching.
- Facilitate multiple case aspects (case coordination, information sharing, etc.)
- Help clients make informed decisions through resources and acting as their advocate when appropriate.
- Develop effective working relations and collaborations with community providers.
- Record case information that is comprehensive and accurate in all areas required.
- Maintain professional behavior and boundaries with clients and community providers.
- Commit to staying abreast of issues surrounding services to clients and community, i.e., poverty, advocacy, food insecurity, community collaboration, homelessness.
- Assist the Executive Director with supervision of volunteer advocates as needed.

QUALIFICATIONS FOR THE JOB

Education: Bachelor's degree or equivalent experience

Experience: Two years working in an area of social service or service to children, youth, and families or addiction treatment

Other:

- Spiritual sensitivity and respect for beliefs different from your own
- Crisis intervention, computer skills and program supervision experience are preferred.
- Strong organizational skills and attention to details
- A strong work ethic and ability to make complex decisions

KEY COMPETENCIES

- Computer skills
- Strong communication skills, speaking directly with empathy
- Ability to work well with team
- Ability to view complex situations with discerning mindset
- Attention to detail

PHYSICAL REQUIREMENTS

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or a negligible amount of force. Sedentary work involves sitting most of the time.
- *Vision:* Position requires close visual acuity to perform activities, such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- *Manual Dexterity:* proficient at typing reports and data entry.

PART TIME

- This position is part-time - approximately 21 hours per week with an occasional special event that requires participation
- Normal hours are 9am-4pm Tuesday through Thursday
- Starting salary is \$20,000 per year
- Note: depending on funding and need, there is a potential for this position to become full time
- This position is available for the selected qualified candidate immediately after the interview, background check, and references are complete.

BENEFITS

- At this time, CCMC is unable to provide benefits to our employees.
- We do offer a relaxed work environment, focused on teamwork and mutual respect.
- We offer work flexibility if needed and pre-approved by the Executive Director.

Please email Sallie Culbreth, Executive Director, sculbreth@ccmchs.org if you are interested.