Catholic Charities of the Archdiocese of Dubuque

Job Title: Resource Advocate

Responsible to: Program Services Specialist

Date Created: June 2011

Job Summary: This position pairs with another Resource Advocate to provide one on one strength based case advocacy to one or more single parent clients in the Pathway Partners program. Responsibilities including supporting clients as they assess their strengths and develop Personal Goal Plans, helping clients connect to community resources and empowering clients as they achieve their goals.

Guiding Principles: Catholic Charities is a social service organization in the Archdiocese of Dubuque that responds to persons in need and works to achieve justice in our society. We believe:

- People can recover, reclaim and transform their lives
- All people have unique strengths, talents and skills
- Community provides a key to helping people achieve well-being

Catholic Social teaching is foundation to our work: The values of service, integrity, respect, unity, and stewardship are expected to be demonstrated in all aspects of work.

JOB DUTIES/TASKS:

- Mentor client in completing strength assessments, developing goals, and achieving success.
- Meet with client a minimum of once a week for at least 6 months or until goals are achieved.
- Remain in contact with client until case is closed, being sure to take time for closure with the client.
- Document client’s progress and maintain client’s case file, adhering to CCAD quality guidelines.
- Respect confidentiality at all times, in public, in consultation and at home.
- Maintain appropriate professional and personal boundaries/roles.
- Participate in continuing education and training opportunities provided by Catholic Charities staff.
- Ensure client interactions are based on respect, dignity and privacy.
- Comply with client’s rights and responsibilities.
- Maintain regular contact with designated Catholic Charities staff.
- Model strength-based behavior and attitudes.

QUALIFICATIONS:

- Must be able to commit up to 5 hours a week.
- Demonstrate an ability to build and maintain meaningful relationships with clients through interpersonal skills, sensitivity, and rapport building skills.
- Be culturally sensitive; able to recognize individual differences in order to manage relationships and interactions with others.
- Complete a background check, Strength Based Case Management Training, and Virtus training.
- Possess a valid driver’s license and meet agency insurance coverage requirements. Primary classification.
- Must be able to work within a team framework.

This description may not include all of the duties, knowledge, skills or abilities associated with this position and will be modified as the need arises.

I have reviewed this job description and by signing, acknowledge that I am able to perform the duties as outlined.

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Volunteer                        Date

_________________________  __________________
Program Services Specialist        Date