



#### **Mission**

*Strengthening families and our community.*

#### **Vision**

*All families are resilient, connected, and included in building a thriving community.*

# Job Description

**Title:** Family Advocate (Wraparound)

**Reports directly to:** Lead Program Coordinator

**Hours:** Full-time; nights and weekends are possible

**Pay:** \$18 / hour

**Benefits:** IRA matching 3%, Paid Time Off

**Application dates:** April 22, 2024 through estimated 30 days

## **Job Description:**

The Wraparound Facilitator is responsible for the engagement of high-need youth and their families in the Wraparound program at Community Partnership (CP). The Family Advocate provides services with a trauma-informed, strength-based, solution focused, and culturally responsive lens. Services include assisting with youth and family goal setting, service/referral/resource navigation in the community and regular face to face visits.

## **Job Responsibilities:**

- Partner with youth and families to set goals, roadmap necessary resources for goal attainment, and track progress towards goals by using the Colorado Family Supports Assessment 2.0 and other necessary assessments aimed to improve safety, stability, and self-efficacy.
- Work collaboratively with Wraparound Facilitator to provide care through the High-Fidelity Wraparound process.
- Contacts all interested families and completes intake, assessment, internal triage, and case management for families seeking Wraparound programming.
- Maintain a caseload of families with identified vulnerabilities.
- Attends all Youth and Family Team meetings and assists the youth, family and facilitator in meeting preparation.
- Partner with families, using the National Standards of Quality for Family Strengthening and Support, to provide high quality services that will increase family stability and prevent child maltreatment by strengthening protective factors.
- Help families understand their youth's needs and services; support families in managing information received related to diagnosis, treatment, and services.
- Model and encourage self-advocacy skills as enrolled families navigate services both internally and externally.
- Connect and refer families to community resources that meet the basic, safety, social, and cognitive needs of the family. Complete follow-up required for any referrals provided.
- Maintain organized family files, program records and update required databases regularly to track program effectiveness.
- Achieve and maintain all required Wraparound and CP training and certifications.
- Work within program and grant deadlines and budget guidelines for Wraparound services.
- Prepare and/or assist in the preparation of program, grant, and organizational reports.
- Participate in staff team meetings, individual supervision, and additional agency meetings.
- Support and attend CP-wide outreach events to promote all programs.
- Perform other duties and responsibilities as requested with a sense of humor and team spirit.

**Minimum Requirements:**

- Bachelor's degree is preferred.
- Two years of experience working in the human services field with direct family interaction or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Experience working with youth is required.
- Experience working with families from a wide spectrum of socio-economic backgrounds.
- Knowledge of community resources and systems.
- Ability to work in a team environment yet is self-directed, as required.
- Ability to work nights and weekends as needed.
- Excellent written and oral communication skills, strong interpersonal skills.
- Strong planning and organizational skills.
- Ability to prioritize tasks and meet multiple deadlines.
- Computer proficiency, including Microsoft Office Suite.
- Reliable transportation and government issued identification.
- Passion for the mission, vision, and values of Community Partnership.

**To Apply:** Email resume to [Katy@cpteller.org](mailto:Katy@cpteller.org); or complete application (found at [CPTeller.org](http://CPTeller.org); or call 719-686-0705)

*Community Partnership is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*

*~ For more proof of the awesomeness of Community Partnership, check out our website at [cpteller.org](http://cpteller.org) ~*

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Family • Community • Collaboration • Excellence • Integrity • Compassion • Inclusion

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[www.cpteller.org](http://www.cpteller.org) • [office@cpteller.org](mailto:office@cpteller.org) • Member of the Family Resource Center Association

**Supported Families Build Strong Communities**