



Mission

Strengthening families and our community.

Vision

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

Job Description

Title: Family Advocate

Reports directly to: Program Coordinator

Hours: 30/ week; nights and weekends are possible, Fridays required

Pay: \$24 / hour (hourly, non-exempt)

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

Application dates: Nov 20 – Dec 31, 2025

To apply, email resume to Katy@cpteller.org

Job Description:

The Family Advocate is responsible for the engagement, enrollment, assessment, and ongoing support for families through trauma-informed, family-led, and culturally responsive home-visitation programming at Community Partnership Family Resource Center (CP). Empowers families to create positive and lasting change aimed to improve safety, stability, and self-efficacy by providing strengths-based and solution-focused services.

Job Responsibilities:

- Program and Service Delivery- Empower families for positive change using family-lead, trauma informed strategies. Connect and refer families to community resources that meet their basic, safety, social, and cognitive needs. Fulfill all program goals and objectives, including data, referrals, and essential requirements. Partner with families to set goals, roadmap necessary resources for goal attainment, and track progress towards goals using required assessments aimed to improve safety, stability, and self-efficacy. Service delivery may include home visitation, supervised visits, or one on one meetings in a public location.
- Data Monitor and Entry- Enter and monitor program data entry in all necessary systems and databases. Assist with the data and evaluation process ensuring accuracy, timeliness, and confidentiality. Maintain organized family files and documentation.
- Maintain a positive and professional working relationship with community partners and stakeholders.
- Achieve and maintain all required trainings and certifications in required timeframe.
- All staff are required to be in the office every Friday. Work flexible hours to meet the individual scheduling needs of families including nights, and weekends.
- Work within program deadlines and budget guidelines.
- Support and attend CP-wide outreach events when requested.
- Perform other duties and responsibilities as requested with a sense of humor and team spirit.

Minimum Requirements:

- High school diploma or equivalency.
- Two years' experience working in the human services field or relatable life experience.
- Ability to work with people in crisis with a calming, positive attitude.
- Strong planning, organizational, and time management skills, to be able to meet multiple deadlines.
- Ability to travel throughout Teller County with reliable transportation and government issued identification.

- Desire to work with individuals / families from a wide spectrum of socio-economic and cultural backgrounds.
- Ability to work a flexible schedule; including some evenings and occasional weekends.
- Ability to work in a team environment and be self-directed, as required.
- Excellent written, oral, and computer communication skills (including Microsoft Office).
- Passion for the mission, vision, and values of CP.

CP is an equal employment opportunity employer. We do not discriminate based on age, race, color, creed, religion, national origin, ethnic origin, ancestry, economic status, military status, veteran status, marital status, familial status, pregnancy, sexual orientation, gender, gender identity, gender expression, genetic information, physical or mental disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

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

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www.cpteller.org • office@cpteller.org • Member of the Family Resource Center Association

Supported Families Build Strong Communities