



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: Oct 10, 2026 (until filled) **To apply,** email resume to Katy@cpteller.org

Job Description:

The Family Advocate is responsible for the engagement, enrollment, assessment, and ongoing strengths-based support for families through trauma-informed, family-led, and culturally responsive home visitation and group programming. This role empowers families to improve safety, stability, and self-efficacy through strengths-based and solution-focused services.

Job Responsibilities:

- Service Delivery- Partner with families to set goals, identify resources, and track progress using strengths-based, trauma-informed, and family-led strategies. Connect families to community resources that meet their basic, safety, social, and cognitive needs. Service delivery may include home visitation, group facilitation, or one-on-one meetings in the community or virtually.
- Data Monitor and Entry- Enter and monitor program data across all required systems and databases. Maintain organized family files and documentation while ensuring accuracy, timeliness, and confidentiality.
- Program Implementation Facilitate individual and group programming based on program and grant requirements. Fulfill all program goals and objectives including data entry, referrals, and essential program requirements.
- Community and Professional Engagement Maintain positive and professional relationships with community partners and stakeholders. Support and attend CP wide outreach events when requested.

Additional Responsibilities:

- Achieve and maintain all required trainings and certifications in required timeframe.
- Be in the office every Friday for team meetings and professional development.
- Work flexible hours to meet the 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 equivalent
- Two years of experience in human services or comparable lived experience
- Ability to work with individuals and families in crisis with a calm, compassionate, and positive approach
- Strong planning, organizational, and time management skills with the ability to manage multiple deadlines

- Reliable transportation and valid government issued identification for travel throughout Teller County
- Commitment to working with individuals and families from diverse socioeconomic and cultural backgrounds
- Flexibility to work evenings and occasional weekends based on family, program, and organization needs
- Ability to work both independently and collaboratively as part of a team
- Excellent written, verbal, and computer communication skills including proficiency in Microsoft Office
- A genuine 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

701 Gold Hill Place • Woodland Park, CO 80863 • Phone 719.686.0705

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

Supported Families Build Strong Communities