

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.
JOB DESCRIPTION

TITLE: FAMILY ADVOCATE
DEPARTMENT: HUMAN SERVICES
SUPERVISOR: TRIBAL HOME VISITING CLINICAL SUPERVISOR &
PROGRAM COORDINATOR
CLASSIFICATION: FULL – TIME – NON-EXEMPT

POSITION SUMMARY:

The Family Advocate/Home Visitor is responsible for providing outreach, home visitation case management, advocacy services and parenting and child development education to Native American/Alaskan Native families with children ages 0-5 years residing in Lake County for the Partnership with Parents Program. This position is funded through the HRSA/ACF Tribal Home Visiting Grant.

ESSENTIAL JOB FUNCTIONS:

- Perform case management activities according to PCAP policies and procedures, in a highly confidential and professional manner.
- Manage caseload of 12-15 clients and their families.
- Conduct weekly home visits to clients' homes and/or other locations as required.
- Transport clients, their children and other family members as needed.
- Assist clients in setting family goals based on their individual needs assessments, and in identifying steps to achieve their goals; monitor progress.
- Work with clients, their children and other family members to assist clients in achieving their family goals.
- Deliver nurturing parenting curriculum to client, client's children and other family members.
- Facilitate and conduct group learning activities.
- Identify high-quality community providers and agencies whose services are relevant to client needs.
- Provide outreach services to engage and connect clients with the community agencies that will help meet their needs and goals.
- Administer clinical assessment instruments dealing with highly sensitive and confidential information, according to PCAP policies and procedures.
- Collect and enter data online.
- Coordinate scheduling and attend case staffing and appointments with community providers with whom client is involved. Maintain regular contact with client's network of service providers.
- Attend and participate in weekly individual supervision with Program Coordinator and Clinical Director to discuss client needs, goals and issues.
- Participate in weekly staff meetings with team to evaluate client and program progress.
- Participate in required training, will require some travel.

- Obtain and maintain current CPR, Infant CPR, and First Aid Certification.
- Contribute to report writing, trainings, and presentations as needed.
- Maintain a flexible schedule including some evening and weekends.
- Other duties as assigned.

SUPERVISION RECEIVED

Report directly to the Program Coordinator and Clinical Director. Work effectively and efficiently in the field with little supervision, with the ability to manage time effectively and prioritize and problem solve in crisis situation.

SUPERVISION EXERCISED

Teamwork is essential. Participate in training new advocates in PCAP protocols. Delegate support work to office assistants.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- 2-years Associates degree (A.A.) in Social, Human Services, Early Childhood Education or other related field.
- 4 years of community based experiences, with experience on issues/projects working with prenatal substance abuse or equivalent combination of education and work experience.
- Experience facilitating or conducting group learning.
- Strong communication skills.
- Demonstration ability to effectively engage with high-risk individuals and their families.
- Ability to conduct interviews covering extreme sensitive and confidential issues.
- Strong organizational and time management skills.
- Must have a valid driver's license and vehicle with insurance.
- DESIRED Individuals with life experience dealing with substance abuse issues or other relevant issues are strongly encouraged to apply, Six (6) years sober preferred.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to drive substantial distances; conduct home visits in a variety of settings including homes, places of business, outdoor locations, etc.; provide client transportation; interact with the public including clients, their children, family members and outside agency staff. The employee is required to sit, stand, walk, lift up to 40 pounds and reach with hands and arms. Vision abilities required by this job include close vision.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC.

Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date