

POSITION: COMMUNITY RESOURCE ADVOCATE

DATE: September 2017
PROGRAM: Behavioral Health/North Sound 211
REPORTS TO: Senior Program Manager
STATUS: Full Time/Non Exempt/DOE

VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!

POSITION DESCRIPTION:

- The Community Resource Advocate will meet face-to-face with community members requiring support in connecting to resources within the community
- This position will assess a person's needs and collaboratively develop an integrated Plan of Care which will assist the person in connecting with needed resources
- The Community Resource Advocate will make strong professional connections within the community in efforts to help grow the program. To foster a feeling of cooperation and teamwork between human service agencies in the community and North Sound 211.

QUALIFICATIONS:

- A BA and at least two years of experience in a related human service field; related experience can be substituted for educational requirements.
- Information and Referral experience preferred
- Demonstrated ability to work successfully with a variety of people in a community based setting
- Excellent written and oral communication skills
- Must have a reliable vehicle and be able to travel
- Ability to deal effectively with the public both over the phone and in person
- Ability to gather and organize information and maintain accurate record of services delivered
- Working knowledge of computers and Microsoft office products, including Word, Excel, Access and Outlook, required
- Must possess strong organizational skills and work with little or no supervision
- Agency Affiliated Counselor Registration is required within 30 days of employment

If you wish to apply for this position, please email your cover letter and resume to: recruiter@voaww.org.

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