

JOB DESCRIPTION

Connected Community Advocate

PURPOSE: To provide information, referrals and assistance to anyone needing a support system in Freeborn County

ACCOUNTABILITY: Reports directly to the Executive Director (ED) of Senior Resources of Freeborn County

PRINCIPAL DUTIES:

1. Submit reports electronically as required.
2. Assist with writing appropriate grants.
3. Complete client intake interviews and record in CRM.
4. Execute reporting requirements for our program as advised by ED.
5. Present key information to community organizations/clubs and others as necessary.
6. Provide information, referrals, and assistance to clients as individual needs require.
7. Assist clients in problem solving and follow through until the service is complete.
8. Ask for donations or contributions when appropriate.
9. Participate in training sessions as offered and approved by ED.
10. Maintain a working knowledge of community wide services.
11. Maintain regular outreach activities to all communities in Freeborn County.
12. Help as able in fund raising events.
13. Complete additional tasks as needed and directed by the ED.
14. Use technology to reach clients and families
15. Use technology to record and document information
16. Assist with placing technology in homes as needed.

QUALIFICATIONS:

- Associates degree in a relative field, or 3 years of experience working in a community service setting
- Maintain a professional, mature and flexible attitude.
- Be willing to work outside the normal agency hours as needed.
- Prioritize and maintain confidentiality 24/7.
- Possess or be able to develop skills in building and maintaining public relations.

SPECIAL CONSIDERATIONS: The Connected Community Advocate position is dependent on grant awards from various agency funds appropriated by the budget of Senior Resources. Regular set hours may vary each year up to 40 hours per week.