

JOB DESCRIPTION

SENIOR ADVOCATE

PURPOSE: To provide information, referrals and assistance to senior citizens, 60+, which will support independent living.

ACCOUNTABILITY: Report directly to the Executive Director (ED)

PRINCIPAL DUTIES:

1. Submit quarterly reports to SEMAAA as required.
2. Assist with writing and submit to ED appropriate grants.
3. Complete intake interviews as specified by SEMAAA and record in appropriate program.
4. Execute requirements for advocacy program reporting as advised by Annie (SEMAAA).
5. Present to community organizations/clubs Advocacy services information.
6. Provide I & R and Assistance to clients as individual needs require.
7. Assist clients in problem solving.
8. Ask for donations or contributions when appropriate.
9. Participate in training sessions as offered and appropriate.
10. Maintain a working knowledge of all community wide services.
11. Maintain regular outreach activities to all communities in Freeborn County.
12. Help as able in all fund-raising events.
13. Supervise CSFP distribution in collaboration with Channel One.
14. Complete additional tasks as needed and directed per the ED.

QUALIFICATIONS:

- Bachelor's degree in a human services field or qualifying experience.
- Maintain a professional, mature and flexible attitude.
- Be willing to work outside the normal agency hours if needed.
- Prioritize and maintain confidentiality 24/7.
- Possess or be able to develop skills in building and maintaining public relations.

SPECIAL CONSIDERATIONS: The Advocacy Program is dependent on grant awards from SEMAAA and other various agency funds appropriated by the Executive Director. Regular, set hours may vary each year up to 40 hours per week.