



## J O B   D E S C R I P T I O N

<b>JOB TITLE:</b>	<b>Advocacy Coordinator</b>
<b>REPORTS TO:</b>	<b>Advocacy Director</b>
<b>NON-EXEMPT:</b> X	<b>EXEMPT:</b>
<b>HOURS:</b>	Part Time Up to 25 hours/week

**JOB SUMMARY:** Connect neighbors with comprehensive wrap around services, while working closely with opportunity center efforts. Will work collaboratively with the Advocacy Director to insure that all case notes are up to date and entered into the UNITY database on a consistent basis. Will research and collaborate with nonprofits, churches, and government agencies in order to connect neighbors with timely resources and supports. Will maintain case management notes for each neighbor up to 90 days.

### **ESSENTIAL FUNCTIONS:**

**Case Management-** Will connect neighbors with community resources such as financial assistance, affordable housing, transportation options, and subsidized childcare. Will meet daily with those in need and maintain detailed case notes. Will work closely with a team of volunteers. Will maintain strict adherence to all systems, policies, and procedures pertaining to financial assistance, case management, and daily interactions.

**Reporting-** Will maintain detailed case notes in the UNITY database, as well as ASO/Children's board, if applicable.

**Fund Allocation-** Will work closely with the Advocacy Director to access and provide emergency funding.

**Agency to Agency Collaboration-** Will liaison between ECHO and local social service agencies in order to pioneer, develop, and grow a systems for social change in unincorporated Hillsborough County.

**Other-** Performs other functions as necessary or assigned.



**QUALIFICATIONS:**

- Minimum Associates Degree in social services, BSW is strongly preferred.
- Experience working closely with low income, as well as homeless, individuals
- Supervisory and administrative experience
- Knowledge of standard office processes, procedures, and equipment

**Demonstrated Knowledge and Skills:**

- Possess both verbal and written communication skills in order to communicate effectively with neighbors, volunteers, members of the community and colleagues
- Possess active listening skills
- Possess a high degree of social perceptiveness- being aware of others' reactions and understanding why they react as they do
- Proficient in Microsoft Office and Excel
- Ability to work in a high neighbor contact area and fast paced environment
- Utilize time management skills and tasks for self and others.
- Ability to recruit, encourage, train, motivate, and retain volunteers
- Ability to monitor/assess the performance of self and others in order to make improvements and take corrective action

**Physical Requirements:**

- Intermittent physical activity including bending, reaching, sitting, standing, walking and keyboarding; carry up to 20 pounds

**Initial Evaluation Period:**

- 90 Days

**Starting Pay Range:**

- Salary or pay is commensurate with experience