THE NEXT DOOR, INC.
POSITION OPENING

FAMILY ADVOCATE

Worksite Location: Hood River and Wasco Counties (with some work in Gilliam, Sherman and Wheeler Counties possible)
Work Schedule: 10-19 hours per week/flexible
Salary Range: $15.77 to $18.39 per hour, DOE
Benefits: Sick Time
Reports to: Youth and In Home Program Manager

Why would you want to work at The Next Door?
Hopefully you want to work at The Next Door because you share our vision of a supportive community where all children and families are safe, healthy and valued. Every day, we work towards making this vision a reality, by having integrity and by living our core values of being welcoming, just, empathetic, empowering and flexible. If you like to work in an environment where you’ll be learning right alongside our program participants—The Next Door is the place for you!

Why would you want to be a Family Advocate?
It’s because you love working with parents and children. Supporting families to help them thrive sounds like exciting and important work to you. You enjoy meeting people where they are, helping them identify their strengths and set goals. You also enjoy being part of a cohesive team that supports and encourages one another.

Who is The Next Door looking for?
We are looking for someone who is reflective, respectful, intuitive, honest and self-motivated. We’re looking for someone who is able to connect and build trust quickly with families from all walks of life, working remotely for now, and eventually, in their homes. We’re also looking for someone who is detail-oriented, organized, knows how to prioritize tasks and can work independently as well as part of a team.

What will you do as a Family Advocate?
- Meet monthly with Department of Human Services / Self-Sufficiency (DHS/SS) teams in Hood River County and Wasco County to identify higher-risk families and receive referrals for entry into the program.
- Contact referred families immediately to introduce the program and discuss the family’s interest, strengths and needs. Every effort will be made to work with the family as a partner to help them achieve their goals.
- Provide direct service by meeting with the family face-to-face on a regular basis (some phone contact is also acceptable). Visits will be conducted in Hood River, Wasco, and Sherman Counties and may be in the home or other setting and include the children present as much as possible.
- Meet program guidelines in the areas of: 1) direct service hours required; 2) number of new families enrolled annually; 3) maintain ongoing active families for an average of 3-6 months.
• Work with the family to build on their strengths and resourcefulness. Identify the strengths and challenges in their home environment, family culture, parenting skills, resources, neighborhood and community.
• Teach, model, and build the family’s confidence and skills in accessing community resources and supports. Connect families with activities, services, or peers that provide positive, strengthening experiences. Act as a liaison and advocate between families and other community agencies. Assist clients with applications for other programs/resources, such as medical, financial assistance, mental health services, parenting classes, etc.
• Transport families, occasionally, to appointments or other local opportunities as needed and able.
• Work closely with Department of Human Services / Self-Sufficiency (DHS/SS) Family Coaches so that family’s progress can be monitored.
• Maintain case file for each family, completing required paperwork (monthly logs, monthly updates to DHS, monthly tracking sheet) and reports as directed
• Gather surveys
• Participate in twice yearly Steering Committee meetings
• Meet regularly (at least twice monthly) for supervision.
• Perform other duties as assigned or required.

What are the Core Competencies that The Next Door expects of all its employees?
• Project a professional company image through in-person and phone interactions
• Maintain a high level of discretion when dealing with sensitive/confidential information
• Good time management skills and ability to multitask
• Professional verbal and written communication skills
• Use initiative and act independently in new as well as in everyday situations
• Work productively while providing quality work, free of errors or mistakes
• Excellent organizational skills; detail-oriented; follows through; and meets deadlines
• Dependable, reliable, trustworthy and persistent
• Good technical skills and competent use of computer programs and software
• Flexible and uses good judgment when responding to change, staying open to new possibilities
• Good interpersonal skills to effectively accomplish tasks by working with others

What are the additional Skills and Competencies you’ll need as a Family Advocate?
• Ability to engage with challenging families, build trust, and use a strength-based, family-centered approach
• Acceptance of individual differences
• Knowledge of child development
• Knowledge of community resources

What Education and Experience do you need to be a Family Advocate?
• High School Diploma or equivalent; Associate’s or Bachelor’s Degree preferred
• Experience working with families and children
• Must have current valid driver’s license and auto liability insurance and be comfortable driving long distances (mileage reimbursement at .42 cents/mile).
• Bilingual in English and Spanish preferred
What is The Next Door’s Disclaimer?
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

How do you apply for this position?

• By email: recruitment@nextdoorinc.org
• By mail or in person: The Next Door: 965 Tucker Rd, Hood River, OR 97031
• By Fax: 541-386-5440.

The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.