



JOIN OUR TEAM AND MAKE A DIFFERENCE!

“Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches.”

Service Advocate

Employment/FLSA Status: Full-Time/Non-Exempt

Wage: DOE

Position Description:

We are currently seeking an experienced professional to fill the position of Service Advocate. Through a respectful, constructive and energetic style guided by the objectives of the organization, the Service Advocate plays an integral role in the administration of Community Action programs. The Service Advocate works with homeless and other adults and families in crisis to support stabilization of housing and level of functioning. The position works with participants to link them with services that support stabilization within the context of the Continuum of Care Coalition and coordinated entry. The Service Advocate provides guidance to clients to help establish short and long-term goals, navigate the service delivery system and find and maintain safe, affordable housing in the community. The position monitors participant progress and maintains current case notes and files.

Duties and Responsibilities:

The Service Advocate is responsible for helping clients achieve their highest individual level of self-sufficiency by ensuring completion of assessments and plans, monitoring progress and making referrals to social support services in the community. The incumbent will be part of team who implements a coordinated entry process for the homeless and provide clients assistance in securing permanent housing and main stream assistance including SNAP, Social Security and Vocational Rehabilitation. The Service Advocate will also be responsible for maintaining accurate and up-to-date progress notes, along with entering data into required database systems.

Qualifications:

Bachelor’s degree in Human Service field and two years of case management or related experience with disabled or otherwise disadvantaged populations. However, candidates without a degree but appropriate work experience may be considered. Other combinations of education and experience will be evaluated on an individual basis.

The incumbent should have extensive knowledge and understanding of the barriers faced by homeless people and the ability to communicate effectively about sensitive personal issues. The Service Advocate should have knowledge of evidence-based approaches in the field of case management and housing stabilization and must possess the ability to write clear and accurate case notes. In addition, the successful candidate will have knowledge of community programs and services, and the associated referral processes.

How to Apply: Apply on our website at <http://butteassistanceprograms.org/careers/>

You may also pick up an application at Action Inc. - HRC District XII, 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. – HRC District XII. You may also email application materials to jpaul@hrc12.org.

This Position is Open Until Filled

*Action Inc. - Human Resources Council District XII Is an Equal Opportunity Employer
Women, minorities, veterans and individuals with disabilities are encouraged to apply.*