

Organization description

Thrive Central Oregon helps overcome housing and financial insecurity through a holistic approach that connects families and individuals to the resources they need. Thrive meets community members where they are in public spaces, providing vital connection to services and support that for many would otherwise not happen.



Position title

Community Outreach Advocate I

Reporting to

Executive Director

Job description

The Community Outreach Advocate I is responsible to meet with individuals at designated locations to connect them to requested services and resources. Our services are currently provided through walk-in sites, in person appointments, over the phone and virtually. This position may be providing services in Madras, Redmond, Bend and/or Prineville. This is a 1.0 FTE position. This position will work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

Duties and responsibilities

Program Delivery

- Abide and promote the values of Thrive Central Oregon's *Non-Discrimination Policy and Equity Statement*
- Be familiar and abide by the Employee Manual
- Provide respectful and knowledgeable resource connection to individuals seeking support
- Responsible to meet with individuals, and sometimes groups, at various sites across Central Oregon
- Responsible to stay updated on social service supports within the community to better enhance housing and other service outcomes for people living in poverty
- Ability to interact positively and respectfully with people of all ages, cultural and demographic backgrounds
- Ability to work independently and as part of a team
- Flexibility to provide site coverage and staff evening and weekend events, as needed
- Compile and maintain program data based on services provided, utilizing HMIS and Excel
- Responsible to attend and contribute to weekly staff meetings
- Ability to present at public speaking engagements as needed
- Ability to professionally represent TCO at agency and partner meetings

Qualifications

- Bachelor's degree in Social Work or a related field or 2-years' experience in Human Services-related field required
- Fluent in Spanish preferred
- Strong problem solving and group work leadership skills
- Sound computer skills, including; Word, Excel, internet usage and ability to learn HMIS system (training provided)
- Effective oral and written communication skills
- Reliable transportation to access various outreach sites and office spaces

Compensation

- Annual: \$41,600 (Increase for bilingualism)
- Health insurance for employee at 60-days: 100% premium paid for medical, vision and dental
- Paid holiday/ vacation/ sick time at 90-days: approximately 3 weeks PTO, plus 9 holidays
- Mileage paid outside of home base office area