

Organization description

Thrive Central Oregon helps overcome housing, health and financial insecurity through hands-on assistance that connects families and individuals to the resources they seek. 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

Reporting to

Team Lead/ 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 community resources. The majority of our work is focused on permanent and affordable housing. Our primary offices are in Bend and Redmond, with services provided over the phone and at walk-in sites across Central Oregon. We are hiring multiple full time positions, with services located in Jefferson, Deschutes and Crook County.

Duties and responsibilities

Program Delivery

- Commitment to interacting positively and respectfully with people of all ages, cultures and demographic backgrounds
- Abide by and promote the values of Thrive Central Oregon's *Non-Discrimination Policy and Equity Statement*
- Be familiar with 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 work independently and as part of a team
- Ability to present at public speaking engagements as needed
- 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 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 **or** lived experience navigating and connecting to community resources required
- Bilingual Spanish Preferred
- Strong problem solving and group work leadership skills
- Sound computer skills, including; Word, Excel, Google Suite, internet usage and ability to learn data system
- Effective oral and written communication skills

Compensation

- Hourly \$23.20+ DOE (+10% increase for Spanish bilingualism)
- Health insurance for employee: 100% premium paid for medical, vision and dental
- Simple IRA Retirement plan after 60 days.
- Paid holiday/ vacation/ sick time at 60-days, approximately 3 weeks PTO, plus 12 holidays
- More details and how to apply can be found at <https://www.thrivecentraloregon.org/job-postings>