

## 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. 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. 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
- Commitment to positive and respectful interactions, valuing people of all ages, religions, sexual orientations, cultural and demographic backgrounds
- Responsible to work independently, as well as part of an integrated 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 **or** lived experience navigating and connecting to community resources 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
- Outreach staff will need to be vaccinated against Covid-19 so as not to increase risk to those seeking our services

## Compensation

- Annual: \$44,096 (+10 for Spanish language skills)
- Health insurance for employee at 60-days: 100% premium paid for medical, vision and dental

- Paid holiday/ vacation/ sick time at 60-days: approximately 3 weeks PTO, plus 10 holidays
- Mileage paid outside of home base office area