

Community Action Center

Employment Advocate

Organization: Community Action Center (CAC) is a community-based, non-profit, human services organization that provides and advocates for the basic needs of people and families throughout Rice County. Its programs create a robust safety net for low-income families and include food access, housing, employment services, clothing, emergency assistance, youth services, transportation, health care assistance, and more.

CAC provides drop-in resource centers where immediate response and support are available, and its thriving and abundant food shelves serve fresh, healthy, and culturally relevant food to thousands of households each year. CAC also administers multiple housing services spanning from emergency shelter to workforce housing, including ongoing support services with tenants. CAC's Recovery Support program helps individuals who are currently using or in recovery from substance use. Partnerships with local employers allow CAC to connect individuals to job opportunities and enhance job skills, and CAC's retail clothing store provides the entire community with access to affordable clothing.

Mission & Values: CAC's mission is to promote a healthy, caring, and just community for all people through resources, advocacy, and volunteer effort. To that end, CAC strives to be a trauma-responsive organization, providing services that embody the idea that people can adapt, heal, and even grow from traumatic experiences. Recognizing the effects that trauma has on individuals, families, and our society as a whole, CAC aims to reduce the impact of trauma on the lives that the organization touches by helping individuals to feel safe, connected and in control—over the course of many interpersonal interactions and in a variety of welcoming settings. Responding to the community in a trauma-responsive way is critical to the success of this position and to the mission of the CAC.

CAC's resources and staff are integral parts of their communities and include partnerships with schools, businesses, faith communities, and other organizations. This extensive local network allows CAC to pursue community-engaged solutions, prioritize partnerships, and collaborate with thousands of volunteers. Currently, we are looking for an **Employment Advocate** to help support the community-responsive work of CAC.

Job Title: Employment Advocate

Reports to: Resource Center Manager

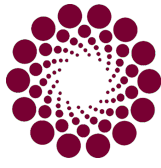
Primary Location: Full-time split evenly between Northfield and Faribault, or two half-time positions, one in Faribault and one in Northfield

Compensation: \$18-21

FLSA Status: Hourly, non-exempt

Hour Status: 20-40 hours

Job Summary: The principal purpose of the **Employment Advocate** will be to build trusting relationships with individuals accessing employment support and resources at CAC. The Employment Advocate will also develop and maintain collaborative relationships within our CAC team of Community, Housing, and Recovery Advocates, as well as employers throughout the area. The Employment



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Advocate will help people navigate all resources for employment readiness including resume building, job searches and applications, accessing transportation, accessing special certifications and credentials, and/or post-secondary certificates or diplomas to obtain employment.

Primary Job Responsibilities: CAC's success depends on the ability of its staff and volunteers to adjust and adapt as they dynamically meet the needs of the community. Job responsibilities include but are not limited to:

Support Services – Responsible for building trusting relationships with community members accessing CAC employment support. Tasks and activities to include:

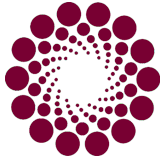
- Provide person-centered, trauma-responsive practices to engage and maintain relationships, exercise cultural humility and build trust and foster participant dignity
- Conduct intake and assessments to reflect the strengths, needs, and challenges identified by the participant as well as to determine eligibility for employment services and supports
- Provide appropriate service coordination in response to intake and assessment, either through services within CAC or on a referral basis (this may include, but is not limited to: housing resources, emergency financial assistance, safety planning, county social services, emergency food access, clothing, transportation, etc.)
- Assist people in applying for employment, resources and benefits
- Identify and reduce barriers to employment as well as provide holistic wrap-around supports for individual and/or family
- Assist people with accessing transportation to employment
- Develop individualized career goals with participants and follow up to ensure wrap around supports are in place and participant feels connected to community
- Maintain participant records and case notes in CAC database and Workforce One
- Travel between CAC's Northfield and Faribault locations as needed
- Work independently with minimal supervision

Partnerships and Collaboration – Responsible for building trusting relationships with employers and other agencies. Tasks and activities to include:

- Work in partnership with local employers and other employment service providers to identify trends and gaps, resources needed, and opportunities for collaboration
- Assist in building new relationships and employment connections

General Responsibilities:

- Demonstrate commitment to the agency's mission: "To promote a healthy, caring, and just community for all people through resources, advocacy and volunteer effort."
- Employ trauma-responsive, person-centered care practices to create a safe and healing space, build relationships, foster agency and invest in the long-term wellbeing of participants
- Utilize crisis intervention and conflict resolution skills to support individuals and families in need
- Follow all mandated reporting laws for vulnerable adults as well as child abuse and neglect
- Attend and actively participate in regularly scheduled organization and team meetings and trainings



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Work Environment and Physical Demands: While performing the duties of this job the employee is regularly required to walk, stand, bend, kneel, use hands to write, use computers. Employees are subject to a minimal noise level.

Qualifications: CAC is committed to finding the right person for the position, ideal candidates will possess many of the following qualities:

Required qualities:

- Working knowledge of social services and community resources for participants
- Excellent interpersonal skills, including both verbal and written communication
- Experience working alongside diverse populations
- Highly organized and effective in a dynamic fast-paced environment
- Excellent ability to multi-task and troubleshoot issues
- Ability to work independently and as a member of a team
- Passion for equity and social justice
- Ability to pass all required background and MVR checks

Preferred qualities:

- Bachelor's degree in human services or related field OR 2+ years of experience in related field
- Bilingual in English and Spanish strongly preferred
- Strong employment expertise
- Familiarity with Rice County organizations and resources
- Strong knowledge of mental health and/or substance use disorders
- Proficient in Google Suite and Microsoft Office (PowerPoint, Word, and Excel)

Certificates, Licenses, and Registrations:

- Must possess and maintain a valid Minnesota driver's license
- Must possess Personal Auto Insurance

Compensation: The position is designed as a **20-40-hour/week, non-exempt position**. Hourly wage will depend on experience and qualifications with a starting range \$18-21/hour plus benefits (including a stipend for health care). CAC offers flexible work arrangements, professional development opportunities, and a chance to creatively build and implement innovative ideas.

Equal Opportunity: CAC is an equal opportunity organization. CAC believes that the most efficient and effective workplaces include employees from diverse backgrounds. We strive to create a work environment where all employees and individuals, regardless of race, creed, color, religion, sex, national origin, age, marital status, political affiliation, sexual orientation, gender identity, disability, public assistance status or veteran status, can succeed and make an impact in the community.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application and Hiring Process: CAC will be interviewing on a rolling basis until the position is filled.



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To apply, please submit a cover letter, resume, and contact information for three professional references to employment@communityactioncenter.org. Inquiries and questions can be sent to this same e-mail address or by contacting CAC's Project Coordinator, Lisa Percy, at percy.lisa@communityactioncenter.org or 507-664-3506.