

# Job Description – The Nest

<b>Job title:</b>	Family Advocate
<b>Location:</b>	The Nest 530 N. Limestone Street Lexington, KY 40508
<b>Terms:</b>	Full -Time
<b>Hours:</b>	Monday – Friday 9:00-5:00 (some nights/weekends as needed)
<b>Reporting to:</b>	Adam Kuhn, The Nest Family Assistance Director
<b>Salary/rate:</b>	\$33,000 - \$37,000 annually depending on education and experience
<b>Preferences:</b>	<ul style="list-style-type: none"><li>-Bachelor's/Masters degree in Social Work OR relevant field experience</li><li>-Fluency or Proficiency in non-English language</li></ul>

<p><b>About us:</b></p>	<p>The Nest – Center for Women, Children and Families is a nonprofit organization that promotes healing, stability, and well-being of children and families in crisis. Our mission is to prevent abuse and neglect of children and adults through education, counseling, advocacy and support. We have four programs that holistically help the whole family: (1) Parenting Education and Support, (2) Intimate Partner Violence Counseling and Legal Advocacy, (3) Family Assistance for basic human needs and (4) Childcare for children birth to age five. All programming is provided for free and helps the family to move on from their temporary crisis. The Nest has been providing services to prevent abuse and neglect in Lexington for over 45 years!</p>
<p><b>Values</b></p>	<ul style="list-style-type: none"> <li>● <b>Passion</b> – We promote life-long learning and are committed in heart and mind.</li> <li>● <b>Responsibility</b>- We provide quality service by being adaptable, accepting ownership of our actions, and taking accountability for our results.</li> <li>● <b>Inclusion</b>-We create a welcoming environment of mutual respect, acceptance and dignity for all.</li> <li>● <b>Collaboration</b>- We effectively communicate, support one another, and combined our strengths to achieve greater goals.</li> <li>● <b>Empathy</b>-We take the time to understand and recognize each other’s journey.</li> <li>● <b>Safety</b>- We prioritize the physical, mental and emotional wellbeing of our clients, team and partners.</li> </ul>
<p><b>About the role:</b></p>	<p>This team member will focus on providing and optimizing direct services for clients, including financial assistance and referrals to partner organizations. The Family Advocate will work closely with clients to identify and achieve short-term goals set during goal-setting meetings, using program resources to help clients succeed. The Family Advocate will report on clients served and seek out creative ways to improve and support Family Assistance programming. This team member will be a liaison between the Family Assistance program and its partners, coordinating day-to-day referrals and programming changes between agencies. This program seeks to accommodate clients from a variety of linguistic, socioeconomic, and cultural backgrounds, and staff are expected to help clients indiscriminately. As a walk-in crisis center, staff are expected to come to work every day prepared to talk through and empathize with difficult client situations and to handle these interactions respectfully.</p>

<p><b>Duties and Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>● Disburse and manage emergency financial assistance program funds.</li> <li>● Provide new client intake services for families seeking emergency assistance.</li> <li>● Work with directors to provide quarterly and annual reporting for assistance programs.</li> <li>● Seek and maintain partnerships to strengthen program services.</li> <li>● Collaborate with partners to maximize efficiency of referrals between agencies, communicating program changes/availabilities and ensuring successful transfer of individual cases.</li> <li>● Attend tabling/outreach events provided by partners to assist with new client uptake.</li> <li>● Day-to-day services including but not limited to: <ul style="list-style-type: none"> <li>○ New/returning client intake</li> <li>○ Client walk-in services</li> <li>○ Data Entry</li> <li>○ Collecting/sorting new donations</li> <li>○ Client car seat installation/education pending CPST training/certification</li> </ul> </li> </ul>
<p><b>Special requirements:</b></p>	<p>Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing for long periods of time, climbing or walking. Must be able to work safely and efficiently in a chaotic environment and be extremely organized and have excellent verbal and written skills. Must be able to work safely in an environment containing biological conditions which may be unhealthy or hazardous (such as bodily fluids, waste, and germs).</p>
<p><b>Why you:</b></p>	<p>You are someone who is passionate about helping vulnerable individuals and wanting to make a difference in the community! You are an effective communicator, adaptive, patient, well-organized, and responsible individual. You maintain composure in highly stressful situations, and you are excited about making a real difference in the lives of families every time you head to work. Join The Nest's Family Assistance program and help us make assistance accessible to all of Lexington!</p>