

<b>Job title</b>	Adult Advocate
<b>Reports to</b>	Manager, Fetal Alcohol Spectrum of Services

### Job Purpose

The Adult Advocate works with adults with Fetal Alcohol Spectrum Disorder and their immediate social networks to improve their life circumstances by providing support and advocacy. The Adult Advocate provides extensive role-modeling and practical assistance and connects participants to a comprehensive variety of services in the community.

### Duties and Responsibilities

#### Program Delivery

- Maintain an active caseload of 10-12 adults with Fetal Alcohol Spectrum Disorder
- Collaboratively assess and ensure participants complete the FASS assessment to identify their strength, resources, needs and aspirations in order to provide greater opportunities for enhanced support to the participants.
- Work with participants to access their basic needs and assist them to obtain critical necessities immediately which include financial support/budgeting, housing, legal and psychological/mental health/addiction treatment or enrolment through other agencies/service providers.
- Assess and enhance participants' readiness to make positive changes
- Work with participants regularly to collaboratively set goals, develop a plan of action, evaluate success, and revise plan accordingly
- Assist participants with implementation of the plan through role-modeling, teaching, information, brokering, advocacy, and providing practical assistance
- Make active connections between participants and community resources and advocate for realistic and appropriate service plans for the participants.
- Demonstrate to service providers effective ways of working with participants that are often considered difficult and incapable of change
- Transport participants to appointments as necessary until participants are stabilized and able to organize a reliable system themselves
- Assist participants to secure childcare while attending appointments
- Provide childcare while participants are attending appointments
- Present and advocate the program to service providers in the community to gain their continual support and good working relationship.
- Work in collaboration with the FASS team and Region 6 Adults with Fetal Alcohol Spectrum Disorder Committees to ensure appropriate information flow and effective program development and delivery

#### General and Administrative

- Maintain accurate written file notes, computer records, program information, and critical incident reports within established time standards
- Provide latest program information and updated statistics as required
- Maintain and submit accurate mileage and expense logs for reimbursement
- Participate in probationary and annual performance reviews
- Attend scheduled staff and supervision meetings
- Provide relief Intake shifts on a rotating schedule as required
- Provide relief Drop-In shifts on a rotating schedule as required
- Perform other duties as required

## Qualifications

### Education and Experience

- Degree or Diploma in Social Science or related discipline
- Minimum of one year related employment experience e.g. high-risk populations, Fetal Alcohol Spectrum Disorder or community development
- Alberta Class 5 License, satisfactory driver's abstract and a vehicle

### Knowledge, Skills and Abilities

- Strong written and verbal communication and interpersonal skills, result oriented, good time management, strong organizational, problem-solving and advocacy skills
- Good working knowledge of Microsoft Word and Excel programs
- Familiarity with issues of poverty, homelessness and Edmonton's urban core
- Familiarity working with high risk populations and an understanding of Aboriginal cultures, history and current issues

## Conditions of Work

- Some evening and weekend work may be required
- Operation of personal vehicle with required insurance

## Personal Characteristics

The Adult Advocate should demonstrate competence in all of the following:

- *Behave Ethically:* Understand ethical behaviour and business practices and ensure own behaviour is consistent with these standards and aligns with the mission and core values of Bissell Centre.
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- *Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Focus on Participant Needs:* Anticipate, understand, and respond to the needs of participants and the community to meet or exceed their expectations within the organizational parameters.
- *Foster Teamwork:* Foster, sustain and role model productive team management practices, and contribute to a positive team environment. Share expertise and knowledge to support, coach and develop others.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions that are timely and in the best interests of the organization.
- *Organizational Skills:* Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
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## Screening Requirements

- Criminal Record Check

- CWIS Check
- Valid driver's license and proof of \$1 million PLPD insurance

### Training requirements

- Standard First Aid and CPR
- Conflict Into Calm Training
- Suicide Prevention

The above-noted training must be completed during the first six months of employment.