

# EVERYARKANSAN

<b>Job title</b>	<i>EA Families Advocate</i>
<b>Reports to</b>	<i>EA Families Coordinator and EA Families Asst. Coordinator</i>

## Job Description

The EA Family Advocate provides individualized, strengths-based support to vulnerable individuals and families. This role combines intensive case management, advocacy, workshop support, and cross-sector collaboration to help participants move from crisis to stability and toward long-term well-being. This includes:

- Conducting comprehensive assessments
- Developing individualized service plans
- Connecting participants to critical wraparound supports
- Serving as a consistent, trusted advocate

The EA Family Advocate helps make sure that the families we serve are set up to “Chase their God-given dreams”.

## Duties and responsibilities

The following responsibilities serve as a general guide and are not exhaustive.

### Assessment & Service Planning

- Conduct intake and comprehensive assessments to identify participant strengths, barriers, and goals related to parenting, relationships, economic stability, and overall well-being.
- Develop and regularly update individualized service plans aligned with program goals and participant priorities.
- Empower participants to take ownership of their goals while holding them accountable to agreed-upon action steps.

### Case Management & Resource Navigation

- Provide ongoing case management support, including referrals, service coordination, and follow-up to ensure access to employment, housing, parenting supports, behavioral health services, legal assistance, and other critical resources.
- Serve as a bridge between participants and service providers to increase engagement and successful outcomes.
- Must be comfortable working with clients in any of the following environments: jails, parole/probation offices, child welfare offices, courts, and family shelters.

- Develop and maintain positive relationships with 100 Families partners and stakeholders.
- Develop a working relationship with other Family Advocates and community service providers.
- Support participants navigating crisis situations and complex system involvement.

### **Workshop & Participant Engagement**

- Attend and participate in group discussions, workshops and meetings that reinforce skills such as co-parenting, emotional regulation, communication, workforce readiness, and healthy relationships.
- Serve as a motivational resource to encourage engagement, celebrate milestones, and reinforce curriculum concepts.
- Provide culturally competent, trauma-informed support, particularly for justice-involved and noncustodial parents.

### **Documentation, Reporting & Compliance**

- Maintain accurate, timely documentation in designated case management systems in compliance with grant requirements, privacy protocols, and performance indicators.
- Submit required case notes and updates on participant progress, barriers encountered, and successful outcomes.
- Update case management system on a regular basis to reflect client's progress, in compliance with monthly reporting requirements based on performance indicators.
- Track measurable progress toward stability and career advancement benchmarks.

### **Collaboration & Partnership Development**

- Build and sustain collaborative relationships with community partners across sectors including workforce development, behavioral health, housing, child welfare, and criminal justice.
- Participate in 100 Families team meetings, case staffing, and required trainings.
- Promote cross-agency collaboration to improve service delivery and participant outcomes.
- Respond to inquiries from participants, providers, and community stakeholders with professionalism and clarity.
- Comply with grant requirements and other duties assigned by primary grantee (Restore Hope) and sub-grantee (Every Arkansan)

## **Qualifications**

The minimum qualifications required to successfully perform this job are as follows:

- High school diploma or equivalent required.
- Associate's or Bachelor's degree in social work, criminal justice, human services, or a related field preferred.
- 3 years or more of experience providing case management or direct services to vulnerable individuals and families.
- Experience working with parents, justice-involved individuals, adults in crisis, or child welfare-involved families strongly preferred.
- Bilingual would be a plus
- Reliable, punctual, and able to work independently with minimal supervision.
- Valid driver's license and reliable transportation.

## **Working conditions**

You'll be part of a mission that helps families move from crisis to stability — and reminds people they are not alone as they work toward a stronger future. This is deeply relational work, rooted in trust, consistency, and hope.

This role requires travel and collaboration with community partners. One day you might be meeting with a participant in person at a community partner site, helping them navigate housing or employment barriers. And the next, you may be working from the office updating service plans, following up on referrals, or documenting progress in the case management system. One of the benefits of this position is working in the team setting that provides collaboration and creativity.

This is a mission-driven team that values compassion, accountability, and professionalism. This work can be emotionally demanding at times, but it is also deeply meaningful — full of moments where steady presence and advocacy make a lasting difference. If you're someone who thrives on building relationships, solving problems, and walking alongside others toward stability and growth, you'll feel right at home in this role.

## **Physical requirements**

Physical ability to lift up to 25 lbs standing, sitting, and looking at a screen for extended periods of time.

## **Expected Hours**

Full Time, 40hrs per week. The schedule is flexible within standard business hours, though occasional evenings or weekends may be required.

**Direct reports**

You will report directly to the EA Families Coordinator and work closely with the EA Families Asst. Coordinator.

I have received and reviewed this job description and understand the expectations for this role.

Team Member	Date
<b>Approved by:</b>	<i>Andrew P Davis</i>
<b>Date approved:</b>	<i>August 19, 2025</i>
<b>Reviewed:</b>	<i>August 19, 2025</i>