



# FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6<sup>TH</sup> STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

<b>Job Title:</b> Advocate/Case Manager
<b>Work Location:</b> Port Angeles, WA and surrounding area,
<b>Program:</b> Parent Child Assistance Program (PCAP)
<b>Reports to:</b> PCAP Supervisor
<b>Position Type:</b> Full-Time
<b>Hours of Operation:</b> Mon – Fri, 8:00 am – 5:00 pm, varied work hours based on client need
<b>Salary:</b> \$16 per hour, Sick and Vacation Leave, Medical Reimbursement up to \$3600/year

## **Position Summary**

The Parent-Child Assistance Program (PCAP) is an intervention for high-risk women and their families. Reporting to the PCAP Clinical Supervisor, the case manager will provide direct outreach, home visiting and advocacy services to women who have used alcohol and/or drugs during their pregnancy, and to their children and other family members when needed.

## **Position Duties and Responsibilities**

- Manage a caseload of 15 to 20 clients and their families
- Perform case management activities according to PCAP policies and procedures
- Assist clients in setting goals based on their individual needs assessments
- Conduct home visits, at least twice per month
- Work closely with other community service providers to coordinate services
- Provide transportation as needed
- Provide outreach services to locate missing clients and engage them in the program
- Participate in scheduled supervision, staff meetings and required training
- Collect and enter data online
- Keep client files
- Other duties as assigned

## **Education and Work Experience Requirements**

- Minimum Bachelor's Degree in Social or Human Services and two years of community-based experience
- Must attend 2 to 3 day out of area training
- Demonstrated ability to work effectively with high-risk mothers and their families

- Strong communication skills
- Maintain confidentiality
- Valid driver's license, vehicle and ability to travel on a daily basis
- Individuals in recovery must a demonstrated minimum of six years clean and sober living.
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### **Physical Requirements**

- Ability to safely and successfully perform the essential job functions consistent with federal, state and local standards, including HIPPA compliance
- Ability to maintain regular, punctual attendance
- Must be able to lift and carry up to 20lbs and navigate stairs
- Must be able to talk, listen and speak clearly on telephone
- Successful applicant must have dependable vehicle, current driver's license and auto insurance
- Must be able to pass a background check

**Please submit resume and cover letter to: [employment\\_fstep@olypen.com](mailto:employment_fstep@olypen.com).**

**No phone calls, please.**

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