

Mt. Si Senior Center
Senior Advocate
0.5 FTE, Non-exempt
\$25-\$27 per hour DOE



POSITION SUMMARY: The Senior Advocate educates and provides referrals and services to seniors, empowering them to live independently. The Advocate helps seniors identify, access, and coordinate services provided by community organizations, county, state or federal agencies. In this position, the Advocate provides information and assistance, helps to arrange services, problem solves, advocates, provides individual counseling, maintains support groups, develops health and wellness workshops and classes, and liaises between the senior and the services needed to successfully age in our community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Help seniors and their family members to identify, access, and coordinate services to meet their needs, while encouraging both the senior's engagement with providers and participation in their own care/services management
2. Provide counseling, consultation and education on an individual basis using an empowerment model and/or motivational interview techniques.
3. Develop and coordinate educational/preventative health programs, classes, support groups, and services for seniors, working independently or with partners. Lead programs as appropriate.
4. Advocate for individual older adults, when necessary, at a system level to remove barriers and minimize inequities.
5. Establish and maintain effective relationships with organizations and health providers within Snoqualmie Valley and regionally and understand how to use those community resources to meet a variety of senior needs.
6. Participate in A Supportive Community For All's (SCFA) and Far East Senior Hub network activities and working group meetings.
7. Maintain an up-to-date resource directory with all local service providers providing resources to Snoqualmie Valley seniors.
8. Exercise professionalism through excellent communication and customer service skills.
9. Participate in the organization's equity, social justice, and inclusion efforts.
10. Utilize in-house database and online referral platform for reporting on services provided to participants, making referrals, and maintaining client records.
11. Other duties as necessary and assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skills, abilities and attributes required.

1. Bachelor's degree in a social service or health-related field or equivalent work experience.

2. Knowledge of and training in elderly, disability or social services.
3. Knowledge of referral processes.
4. Understanding of how to navigate local, state and federal benefits and entitlements. Working knowledge of local services for the elderly.
5. Proven ability to provide exemplary customer service, social service, and interpersonal skills.
6. Experience relating to diverse groups of people in a respectful manner regardless of their backgrounds and lifestyles (e.g., diverse levels of income, physical ability, education, language, etc.).
7. Great written and verbal skills. Ability to effectively present information in 1-on-1 and small group situations.
8. Ability to apply common sense understanding to carry out detailed written or oral instructions.
9. Able to apply critical thinking skills, work independently and demonstrate autonomy.
10. Ability to deal with problems involving a few concrete variables in standardized situations.
11. Demonstrated eagerness to learn and enhance skills.
12. Technically proficient with a range of PC programs including word processing, spreadsheet, email and scheduling programs (i.e. Word, Outlook).
13. Must be able to travel locally and attend occasional conferences and classes.
14. Must have a valid driver's license and reliable transportation.

PREFERRED QUALIFICATIONS

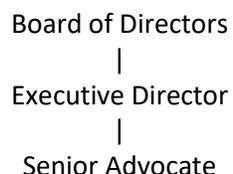
15. Direct experience working with elderly populations or persons with disabilities.
16. Bachelor's or Master's degree in social work, counseling or related field (such as rehabilitation, gerontology, and psychology).

WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Much of the work is done while seated in front of a computer. Some work may be conducted in the homes of seniors with environments that may vary.

Note: All employees are subject to periodic Criminal History Background Checks.

ORGANIZATIONAL RELATIONSHIP:



Salary and Benefits: Salary DOE. Benefits package includes 401K.

HOW TO APPLY

Qualified candidates must submit the following three (3) items:

1. **Cover letter** describing your relevant experience, your interest in this position, and salary requirements.
2. Current **résumé**.
3. Completed employment **application** form (download from www.mtsiseniorcenter.org)

Full packet may be submitted by:

Email: susan@mtsiseniorcenter.org (subject line: Senior Advocate position)

Mail: Executive Director, Mt. Si Senior Center, PO Box 806, North Bend, WA 98045

In Person/Delivery: Executive Director, Mt. Si Senior Center, 411 Main Ave S, North Bend, WA 98045 (materials should be left with receptionist)

Only complete packets will be considered.

Position is filled. [Position Open Until Filled. Interviews begin as qualified candidates are identified.]

ABOUT MT. SI SENIOR CENTER

We at Mt. Si Senior Center envision a world where all seniors are supported and treated with respect. We enhance the quality of life for older adults in the Snoqualmie Valley by providing a comprehensive network of services.

Our programs and services meet a broad range of needs. We serve affordable, nutritious, made-from-scratch meals to seniors in a clean, friendly and fun environment. Through our health, wellness and education programming we support our members as they expand their learning and explore options relevant to their experience. We partner with social service agencies and health care professionals who visit the senior center every month. Our fitness classes encourage vitality, flexibility and independence through movement. We offer seniors social and recreational opportunities and activities that allow them to make friends, share their lives and enjoy the experience. Our volunteer program engages people in a meaningful and gratifying service experience at the senior center. Each year we served between 1000 and 1200 people age 50 and older.

Mt. Si Senior Center also meets the needs of aging adults and our community through its other projects. Cascade Park and Sno-Ridge Apartments provide well-managed, well-maintained affordable housing for low-income seniors. Snoqualmie Valley Transportation and Valley Shuttle help seniors maintain their independence by providing sustainable, convenient and affordable transportation in Snoqualmie Valley. The center is available for rentals to the community for meetings and functions.

Mt. Si Senior Center has served the community of Snoqualmie Valley seniors well since 1977 as an independent, 501(c)3 non-profit organization.