



COMPASS MARK

SCIENCE-BASED ADDICTION PREVENTION

JOB ANNOUNCEMENT

JOB TITLE: Family Services Advocate – Lancaster County
REPORTS TO: Program Manager, After-School and Community Programs – Lancaster County
STATUS: Part-Time (15 hrs/week, evenings/weekends), Non-Exempt
OPEN UNTIL: Position is Filled

Compass Mark is a non-profit organization founded in 1966 with a mission to prevent addiction through education, skill-building, and community mobilization. Serving Lancaster, Lebanon, and Chester Counties, Compass Mark provides a wide range of science-based prevention programs designed to guide and empower all people toward healthy, fulfilling lives free from addiction.

SUMMARY DESCRIPTION:

The Family Services Advocate works from the Compass Mark office, within the Lancaster County Prison (LCP) and in the community with caregivers of children with an incarcerated parents (COIPs). This position facilitates evidence-based parenting education groups in LCP and monitors special visits (ie contact visits) between children and their incarcerated parents.

PRIMARY RESPONSIBILITIES:

1. Facilitates special family visits at LCP as possible and appropriate.
2. Works closely to advocate for trauma-informed, child-conscious policy and procedures within the criminal justice system
3. Regularly reviews best practices, trends, resources, and needs pertaining to this specific population and identifies programmatic adjustments in policy, approaches, needs, and solutions
4. Provides evidence-based parenting groups in LCP as requested and approved by LCP administration
5. Provides a monthly report of all program activities to the Director of Programs.
6. Ensures timely and accurate recording of special visits and data related to parenting groups.
7. Support the mission of Compass Mark in the community and adhere to the agency's core values.

REQUIRED QUALIFICATIONS

Education & Skills: Bachelor's degree in Social Services, Criminal Justice, or other field, and minimum of two years of experience working in human service or criminal justice field. Previous experience working with high-risk populations required, or any combination of education training and experience that demonstrates the ability to perform the duties of the position. Exceptional organizational skills and communication skills, with a clear knowledge of mental health, substance abuse and the criminal justice system. Must have a working knowledge of software programs including MS Office (Outlook, Word, Excel, & PowerPoint).

Qualities: High attention to detail with strong analyzation skills. Able to complete job tasks with limited supervision. Strong organizational skills and capacity to manage multiple projects. Must be flexible and capable of working in fast-moving environment, while maintaining focus on clear solutions. Ability to work in a multicultural and diverse environment utilizing collaborative and team-oriented approaches. Commitment to high professional ethical standards. Good communication skills and ability and willingness to connect and demonstrate empathy with vulnerable populations.

Language & Reasoning: Ability to read, analyze, and interpret information. Ability to communicate clearly and effectively, including being able to create written reports and respond to questions. Ability to solve practical problems and interpret a variety of instructions in written and oral form.

Travel: Employee must have willingness to travel and access to reliable transportation. The employee must also possess a valid driver's license and required vehicle insurance.

Work Environment and Physical Demands: The employee is frequently required to stand, walk, sit and reach with hands and arms. Must be able to move about the office to access files and equipment, and operate a telephone, mouse, and keyboard. The employee must be able to occasionally lift and/or move up to 25 pounds. Other abilities required include the ability to adjust focus, concentrate for extended periods of time, and talk and hear. The noise level in the work environment is usually moderate.

EMPLOYEE BENEFITS

Compass Mark offers a partial benefit package for part-time employees which includes Paid Time Off (PTO), paid holidays when they fall on a regularly scheduled work day, and a 401k retirement plan.

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, genetic information, national origin, sex, pregnancy, childbirth, or related medical conditions, age, disability, citizenship status, uniform service member status, sexual orientation, familial status, gender and gender identity, and any other protected class under federal, state, or local law.

Compass Mark values diversity and desires applications from diverse individuals.

TO APPLY

Email a cover letter and resumé to Staci Strauss, Program Assistant, at sstrauss@compassmark.org. No phone calls, please.