



Affordable Housing
Crisis Relief Specialists
Fond du Lac, Green Lake & Winnebago Counties
Part Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Responsibilities Include:

- Answer phone and email inquires regarding available emergency financial assistance to persons living in Calumet, Fond du Lac, Green Lake and Winnebago counties
- Administer assessment with the objective of identifying need and eligibility for available assistance
- Engage with individuals and families and work work to coordinate connections to local resources to address unmet needs the household may have
- Compile all necessary documentation and enter data into computer system

Job Requirements:

- Possess an understanding of people in crisis
- Willingness to work a variety of hours, including evenings
- Bachelor's Degree in Human Services or related field, or Associates Degree and a minimum of two years of experience working with people in poverty, or any equivalent combination of education and experience. Preference will be considered for those with lived experience
- Must be knowledgeable about concerning service delivery system, human services agencies, and other resources available to people financially affected by COVID
- Possess good written and oral communication skills
- Computer skills sufficient for data gathering, documentation and reporting

Starting wage is \$18.47 per hour.

Part time work schedule is Monday – Friday, 29 hours/week

Part time benefits offered include: vacation, sick and holiday pay, 401k option

Please submit resumes with cover letter to:

Human Resources, ADVOCAP, Inc.,

PO Box 1108, Fond du Lac, WI 54936-1108 OR

FAX 920-922-7214 OR Email hr@advocap.org

We will continue to receive responses until positions are filled.

<http://www.advocap.org/>

AA/EOE