

## Community Disaster Advocate: Job Description

- *Part or Full Time*
- *Grant funded for 1 year with possible extension*
- *Requires evenings and weekends*
- *Bachelor Degree and experience working one on one with clients preferred*



### The Primary Role of the Community Disaster Advocate is to:

- Assess disaster-caused unmet needs of individuals and families
- Develop a recovery plan and link disaster survivors to resources and programs that will promote a more rapid and equitable recovery

### Responsibilities include but not limited to:

- Adhere to all administrative and data collection policies
- Collaborate with internal and external networks in community building activities
- Conduct outreach efforts to identify survivors in need of services
- Develop individualized recovery plan with survivors
- Link disaster survivors to resources and programs
- Assist disaster survivors with applications for disaster programs
- Provide accurate and timely information and referral services
- Support the mission of the Heartland Disaster Recovery Group
- Adhere to the Heartland Disaster Recovery Group policies and procedures
- MAINTAIN CONFIDENTIALITY OF SURVIVORS

### Qualifications:

- Ability to communicate community recovery goals and objectives
- Ability to work individually with people
- Ability to adapt and be flexible in pressure situations
- Ability to relate compassionately with individuals in crisis
- Ability to adhere to strict confidentiality requirements
- Able to travel and have reliable transportation (mileage reimbursed)
- Preferably bilingual in English and Spanish
- Available evenings and weekends to meet with survivors

### Accountability:

- Accountable to the Heartland Disaster Recovery Outreach Coordinator

**APPLY:** Send your Resume and Cover Letter to Elizabeth Troyer-Miller at [disaster@heartlandunitedway.org](mailto:disaster@heartlandunitedway.org). Call 308-382-2675 for more information.