



EMPLOYMENT OPPORTUNITY

Title: CEAP Client Advocate

Posting Number 0089

Program: Willis, Texas

Beginning Salary: \$11.50

Travel Required: 50%

Duties: A Client Advocate that seeks this job needs to have a firm commitment toward empowering low income clients to rise above 125% of the poverty level as well as assist eligible applicants with utility assistance in all of BVCAP's service area. This person will perform and ensure the completion of a variety of professional duties to include, but not be limited to, information and referral services, emergency/crisis intervention services and comprehensive case management services (i.e. Intake, Assessment, Service Plan Development, Coordination of Services, Implementation of Services (whether direct or indirect), Monitoring, Follow-Up, Closure, and Evaluation of Services Rendered). This position requires extensive documentation within multiple computer software systems.

Education & Work Experience

- Bachelor's degree or an equivalent combination of education and experience

Required Knowledge and Skills

- Must be comfortable providing community and home-based services when necessary
- Must possess excellent communication skills, both written and verbal
- Must be proficient in computer skills with a working knowledge in Microsoft
- Must have experience working with a diverse group of people from all walks of life.
- Must possess a positive attitude.

Certifications/Licenses

Required: Valid driver's license, acceptable driving record and clean background check

Preferred: Bilingual (English/Spanish)

BVCAP offers a well-rounded benefit package to all full-time regular employees who work 30+ hours a week. Eligibility may vary for specific programs based on your employment status.

- **Paid Time Off (PTO)**
- **Company Paid Holidays**
- **Company Paid Short Term and Long Term Disability**
- **Company Paid Life Insurance and AD&D**
- **PPO Medical Plan:** *We offer employees options when it comes to choosing a PPO medical plan that is right for them.*
- **Dental Plan**
- **Vision Plan**
- **Supplemental Insurance Coverage: Cancer, Critical Illness, Hospital Confinement & Accident**
- **403B Retirement Plan**

EEOE/ADA