



## **Regional Community Advocate Job Announcement**

**Hours:** Full-Time (32-40 hours weekly)  
**Hiring Range:** \$13-\$15 per hour  
**Location:** Beaufort County Area (Washington, Chocowinity, Aurora, Belhaven)  
**Reports to:** RA Coordinator  
**Close Date:** April 15, 2023  
**Start Date:** July 1, 2023

The mission of Cornerstone Beaufort County Healthy Clergy, Congregation & Communities (BCH3C) is to begin efforts of mobilizing disenfranchised people groups to a call for action to promote health and health equity for all people living in Beaufort County. To assist by providing a seat at the table (access), a voice in the conversation (inclusiveness), and a hand in the action (implementation) to combat the social drivers that have a negative impact on promoting health and health equity for a better quality and increased quantity of life. Many citizens are affected by social determinates of food insecurities, lack of transportation and substandard housing, which have negative impacts on health conditions. We believe by meeting with citizens who are affected by these conditions will provide ways to address these issues from a grassroots perspective.

**Position Summary:** Under the supervision of the Regional Advocate Coordinator of Cornerstone Beaufort County Healthy Clergy, Congregation & Communities, the Community Advocate will facilitate, strategize planning sessions, encourage greater community voice and shared decision making to address social drivers of health and wellbeing in their perspective communities. Progress towards the goals will be experienced through community forums, citizen participation, collaboration between community and county stakeholders, the use of SMART goals, utilizing turn the curve thinking, strategies, and implementation processes. The direct advocacy services to African Americans, Latinos, American Indians living in Beaufort County, who are adversely affected by social determinants of lack of food, transportation, and quality housing, will facilitate access to culturally relevant services, as well as conduct outreach and engagement with community partners in Beaufort County. The position will work cooperatively with the local agencies in the region.

The position will work in unison with the Reginal Advocate Coordinator to meet the expectations of Cornerstone Beaufort County Healthy Clergy, Congregation & Communities (BCH3C).



### **Primary Job Responsibilities:**

- Manage calls and in-person inquiries about mobilizing disenfranchised people groups, specifically to Beaufort County, community partners and local community gathering places.
- Utilize active listening skills and empathy to accurately assess the immediate needs of citizens who are currently being affected by social determinates of food insecurities, lack of transportation and substandard housing.
- Work collaboratively with agencies such as Beaufort County Health Department, ECU Health Beaufort Hospital, Agape Community Health Services, Department of Social Services, Trillium Health Resources, City and County Government, Chambers of Commerce, and other agencies to offer options and assist with problem solving.
- Provide ongoing culturally responsive advocacy services.
- Provide safety planning to those who live in communities within the county that are affected by the negative social drivers of health and health equity.
- Coordinate effectively with local agencies, government bodies, RA Coordinator, and BCH3C staff.
- Engage local community partners to disseminate primary goals that will help shape policies and practices among marginalized population within Beaufort County.
- Strengthen the existing or emerging coordinated service providers, faith community, community-based organizations, and other social service-oriented agencies to effectively provide services to address social drivers of poor health that lead to harmful condition of all people, with emphasis on marginalized populations within Beaufort County.
- Work with RA Coordinator and other BCH3C personnel to create a client satisfaction survey model and conduct community listening sessions to assess service delivery to better assist citizens who are currently affected by social determinates of food insecurities, lack of transportation and substandard housing.
- Complete data entry to record program provisions and written reports to summarize program management, achieved goals, activities, lessons learned, etc.
- Participate in consistent monthly meetings with RA Coordinator.

### **Other:**

- Prepare any necessary reports in a timely fashion, as required by BCH3C.
- Participate in BCH3C organized projects and evaluation activities as required.
- Participate in BCH3C staff meetings, in-service trainings, and retreats, and perform other duties as requested by the Chief Executive Officer.



## **Qualifications:**

- Basic knowledge of the effects of social determinates of food insecurities, transportation, and substandard housing on marginalized communities within Beaufort County.
- Understanding of and commitment to issues of cultural responsiveness as they apply to marginalized and impoverished communities, ability, and willingness to work with people from a variety of backgrounds and experience.
- Minimum of 1 year of experience working in a local health service program or closely allied organization.
- Superior organizational skills.
- Associate's degree or a minimum of High School Diploma with at least 1 year of work experience in Community Outreach or related field.
- Advanced technology skills, including, at a minimum, proficiency in Windows (including Word, Excel, and Power Point) and online communications.
- Excellent oral and written communication skills.
- Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies.
- Ability to organize and manage work time.
- Committed to contributing toward a positive work culture and participate in equity work.
- Access to reliable transportation in order to travel within Beaufort County weekly; willingness and ability to travel out of county; some overnight travel required.

**Cornerstone BCH3C is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We welcome and encourage applicants from diverse groups to apply. We also welcome people from different national origins, religions, ages, & ability status.**

**To apply:** Send resume & cover letter to Tameka Spruill at [tspruill@cfwccog6109.org](mailto:tspruill@cfwccog6109.org) or in-person at Cornerstone Community Based Programs 1918 W 5<sup>th</sup> Street, Washington, NC 27889 in a document sealed envelope. Phone contact: (252) 946-6109.



# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_



Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_



From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

YES

NO

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_