



ARAW Beneficiary Advocate

Our Beneficiary Advocates support the Association's goal of *promoting independence and enhancing the quality of life for elderly, low-income women in our community through financial support of qualified individuals* and serve as *trusted, knowledgeable advocates who identify and connect the ARAW to women in need.*

The ARAW Beneficiary Advocate will have a proven track record of passionate concern for elderly women in our community and the mission of the ARAW. The ARAW Beneficiary Advocate role is to screen applicants, conduct due diligence of submission elements, facilitate fulfillment of ARAW support when awarded and ensure continuing connection to ARAW through thoughtful stewardship. They will do so with a keen knowledge of community programs, resources and support available to the elderly population.

The ARAW values thoughtful advocacy and impactful engagement. The ARAW Beneficiary Advocate will be a dynamic relationship-builder who simultaneously works with an existing portfolio of active beneficiaries, while working to connect eligible women from new populations with the resources of the ARAW.

As directed by Executive Director, the ARAW Beneficiary Advocate will determine eligibility and needs for *new referrals*. The ARAW Beneficiary Advocate will also manage the philanthropic needs of *active beneficiaries* – women who receive ongoing support from the ARAW or who have previously received one or more gifts from the ARAW.

All applications for ARAW support are completed by Beneficiary Advocates who follow a prescribed formula. ARAW applications are completed during a home visit to assess the beneficiary or prospective beneficiary's quality of life and living situation. A complete application includes confirmation of a home visit, a consent form, a cover letter, an ARAW application (disclosing information about finances, health, quality of life and family) and any relevant supporting documentation.

When appropriate, the ARAW Beneficiary Advocate will refer any prospective beneficiaries and active beneficiaries to appropriate programs and resources, beyond the ARAW, which may be able to meet their specific needs.

Association for the Relief of Aged Women of New Bedford

Job Description | ARAW Beneficiary Advocate

FULL TIME – 40 hours/week

General considerations:

- Strong interpersonal, communication and telephone skills.
- Computer and Microsoft Office suite proficiency: Word and Excel
- Attention to detail, ability to multi-task and organizational skills a must.
- Commitment to positive and collegial communication.
- Accountability, reliability and follow through.
- Integrity and maturity to handle confidential aspects of the work.
- Valid driver's license and reliable car.
- Comfort in traveling and visiting multiple home environments.
- Multilingual, preferred (English, Portuguese, Spanish).
- Must pass a criminal background (CORI) screening.

Responsibilities:

- Supports the philosophy of the ARAW.
- Adheres to all personnel policies and expectations outlined in the ARAW Employee Policy Handbook.
- Works cooperatively with staff and board of the ARAW, community partners and community resources to achieve the priorities of the association and meet the needs of qualified beneficiaries.
- Possesses up to date knowledge of challenges faced by aging women in the Greater New Bedford community.
- Comprehensive knowledge of current community resources, programs and supports available to the elderly population.
- Reacts quickly, patiently and appropriately to urgent or challenging situations.
- Presents a positive image of the ARAW.
- Continuously strives to improve job performance through feedback.
- Supports the process of program evaluation and improvement.

Duties and tasks:

- Builds strong relationships by representing the ARAW's mission, vision and values in the community.
- Determines eligibility of prospective beneficiaries in a timely and thorough manner as prescribed by the Board of Directors, Beneficiary Committee and Executive Director.
- Conducts in-home assessments to establish eligibility and present financial needs of each beneficiary.
- Completes cover letter and two-page applications for each applicant in a thorough and a timely manner.
- Assesses for and refers beneficiaries to needs-based assistance including, but not limited to, fuel assistance, SNAP, Mass Health, PACE, Money Management and other services at the federal, state and local levels.
- Works with a portfolio of eligible beneficiaries, as approved by the Board of Directors or at the discretion of the Executive Director, to ensure needs are met.
- Updates financial records of active beneficiaries on an annual basis or as directed by the Executive Director.
- Responds to inquiries made by Executive Director or Board in a timely manner.
- Reports on daily and monthly activities as directed by the Executive Director.
- Other tasks, as assigned.



ASSOCIATION FOR THE RELIEF OF AGED WOMEN (ARAW)

**174 UNION STREET | 4W | NEW BEDFORD, MA | 02740 | (508) 717-0400 | ADMIN@ARAWOFNB.ORG
EMPLOYMENT APPLICATION**

Personal Information

Full Name: _____

Address: _____

City/Town _____ State: _____ Zip: _____

Home phone: _____ Cell Phone: _____ Email: _____

Hours Sought: FT PT Position Sought: _____ Date Available: _____

U.S. Citizen? Yes No

Have you ever been convicted of a crime? Yes No

Education

Name & City/State of High School:

Post High School, List Name, City/State, Degree or Certificate Obtained, Date:

Prior Employment Experience

On back of this page or attach a separate document, please list name, address, phone, supervisor name, position title, briefly describe responsibilities, and dates of employment.

By signing below, I do hereby acknowledge all statements are complete and accurate. Furthermore, I do hereby release information for reference check. Finally, I do hereby acknowledge that any offer of employment does not represent a contract, I recognize employment-at-will status.

Signature

Date

The Association for the Relief of Aged Women (ARAW) is an equal opportunity employer.