

Lead Advocate Responsibilities

1. Identifies the co-advocate for the Home Visit.
2. Contacts the client to schedule the Home Visit.
3. Lead Advocate/co-advocate leads the interactions with the client during the Home Visit.
4. Documents the results of the Home Visit in the Data Base.
5. Formulates a recommendation for assisting the client and documents this recommendation in the Data Base.
6. Presents a 1-3 minute rationale for his/her recommendation to the conference at the Monday meeting.
7. Supplies the Treasurer with the information needed to make any payment.
8. Informs the client of the decisions of the conference.
9. Advocate delivers the payment, if required.
10. Updates the Data Base with the payment complete information after the Treasurer informs the Lead Advocate the payment has been made.
11. Updates the Process field in the record after each change in the client interaction process.
12. Involves the co-advocate in all recommendations and actions involving the client.