

JOB DESCRIPTION

Position: Domestic Violence Housing First Advocate
Reports to: Community Based Housing Program Manager
Hours: 40 hours/week, flexible schedule with some evenings

OVERVIEW OF PROGRAM: The Housing Stability Program provides financial/rental assistance and advocacy to families impacted by domestic violence as they transition and/or maintain independent housing in the community. Program participants are adults who are homeless due to domestic violence, may or may not have children in the household, may or may not have mental health and/or chemical dependency issues, and are low income. The Advocate coordinates housing stability advocacy, provides referrals, safety plans, and administers homeless prevention client assistance funds. The Advocate assists in managing a budget and completes reports for the grants that support the programs.

KEY RESPONSIBILITIES:

Housing Stability:

- Provide coordinated entry and intake assessments for participants seeking housing support, identifying housing service needs and coordinating initial services;
- Support participants in finding and securing safe, affordable housing;
- Help families access resources for housing related assistance (i.e. furniture procurement, utility assistance, etc.);
- Advocate with managers and owners for tenancy and negotiate move-in costs;
- Provide mobile advocacy and community engagement as needed;
- Coordinate connection with other services as needed;
- Provide advocates agency-wide with housing support;
- Track expenditures to stay within budget;
- Participate in all-staff training sessions; attend agency/staff meetings

Community Advocacy:

- Provide crisis intervention, telephone advocacy and referrals;
- Assess survivors' situations, ongoing development of safety plans through advocacy session process and crisis line services;
- Make referrals to, and facilitate at least one community housing support group for survivors of domestic violence;
- Complete a minimum of 30 hours of Advocacy training and 20 hours of on-going training yearly;
- Participate in system data collection; complete necessary paper work and forms;
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

I Requirements:

- B.A. in social services or related field, education can be substituted with experience;
- Bilingual preferred
- Ability to complete tasks with minimal supervision;
- Sensitivity to the needs of agency clients and ability to maintain confidentiality;
- Basic computer skills;
- Knowledge of human service delivery systems and systems advocacy;
- Knowledge of the connection between domestic violence and oppression;
- Experience, ability and willingness to work as a team with diversified staff, volunteers and constituents;
- Ability to work independently and as part of team to deliver services;
- Updated CPR, First Aid Certification required;
- HIV/AIDS certification required; and
- Dependable transportation and valid Washington State Driver's License.

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II **Core Competency Requirements:** *employees are people who believe passionately about the value of this work and take personal responsibility for bringing success to the agency. The team's spirit is, as its core, made up of twelve (12) competencies:*

- DEALING WITH AMBIGUITY
- COMPASSION
- LEARNING ON THE FLY
- PRIORITY SETTING
- ACTION ORIENTED
- BUILDING EFFECTIVE TEAMS
- APPROACHABILITY
- CUSTOMER FOCUS
- INTEGRITY AND TRUST
- MANAGING DIVERSITY
- PROBLEM SOLVING
- LISTENING