

**WOMANHAVEN, A  
CENTER FOR FAMILY SOLUTIONS**

<b>Department:</b> Housing	<b>Location:</b>
<b>Job Title:</b> Advocate-XD Housing First	<b>Salary Range:</b> \$15.50/hour
<b>Reports To:</b> Empowerment Service Coord.	<b>Title:</b> Housing Manager
<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt Position <input checked="" type="checkbox"/> Non-exempt Position
<p><b>Summary:</b> The Advocate provides case management to former survivors of domestic violence and homeless individuals and families, providing assistance in connection with services and supports to help clients remain stably housed in apartments in a scattered site model. Using Motivational Interviewing and risk assessment. Works with clients to develop and monitor Housing Stabilization Plans(HSP) which include educational, vocational, medical, life skills and housing goals. Assist program participants to obtain resources and services as requested and/or needed to address barriers to housing as stated above including but not limited to CORI mitigation, credit repair, and assistance with financial applications.</p>	

<p><b>ESSENTIAL FUNCTIONS-Rapid Rehousing:</b></p> <ul style="list-style-type: none"> <li>• Work with clients to develop Housing Stabilization Plans(HSP) which include financial, mental health, physical health, legal, educational, vocational, and life skills goals.</li> <li>• Meet with clients regularly to review HSP progress and plan next steps;</li> <li>• Make referrals to community programs and assists clients in obtaining resources and services for areas on the client’s HSP and as needed to address barriers to independent living.</li> <li>• Develop partnerships and serve as a liaison with community based organizations, and attend meetings with such organizations as needed;</li> <li>• May assist clients in finding housing options;</li> <li>• Assist client with move-in transition supports, including but not limited to: furniture and furnishings assistance, budget support, and other resources and services as needed;</li> <li>• Document all interactions with clients utilizing appropriate reporting mechanisms, including our Service Point Data System,</li> <li>• Responsible for creating a culture of empowerment and trauma-informed service delivery.</li> <li>• Attend staff meetings and trainings as required;</li> <li>• Attend the Community meetings a minimum of once per month;</li> <li>• Assist with development of agency plans that include and recognize survivor empowerment.</li> <li>• Responsible to maintain a working knowledge of resources and services available in the communities served to assist survivors.</li> <li>• Implements Motivational Interviewing and puts the skills and techniques into practice with clients</li> <li>• Completes reports for program as needed;</li> <li>• Performs other tasks as requested by the Program Manager, or the Executive Director;</li> <li>• Observes all agency rules and policies.</li> </ul>
<p><b>OTHER RESPONSIBILITIES:</b></p> <p>1) Performed other duties as assigned.</p>
<p><b>SUPERVISORY RESPONSABILITIES:</b></p> <p>1) N/A</p>

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## INTERNAL/EXTERNAL RELATIONSHIPS:

- Able to communicate effectively, orally and in writing
- Ability to work with computers to input and manage data;
- Excellent organizational skills;
- Ability to manage conflict
- Knowledge of community resources a plus
- Understanding of case management concepts and best practices
- Ability to exercise good judgment;
- Ability to manage multiple tasks and crises;
- Ability to work independently and as a contributing member of a team;
- Ability to relate to persons of diverse backgrounds and functioning levels.

## EDUCATION,KNOWLEDGE,SKILLS, ABILITIES, AND EXPERIENCE

### REQUIRED/PREFERRED:

- Associates Degree and four years related work experience or BA Degree with two years related work experience.(required)
- MA degree preferred
- Experience with crisis intervention regarding issues such as homelessness, mental health, and substance abuse; housing barriers including legal, financial, psychological and criminal
- Knowledge and experience with service agencies and resources for homeless individuals and/or families
- Willingness to accompany clients as needed to appointments;
- Willingness to work as part of a team to promote the goals of the agency;
- Sensitive to the needs of the homeless, low income and diverse populations;
- Ability to work in a busy, diverse team setting;
- Excellent time management, organizational and communication skills;
- Bilingual Skills English/Spanish (required)
- Computer literate; proficient in the use and operation of computers and basic MS applications (Word, Excel, Access, Outlook)(required)

### LICENSES AND CERTIFICATES:

#### **Per California Evidence Code 1037.2 of the Cal-OES 40 hour training, the following applies:**

- 1) 40 hours Domestic Violence Counselor training per California Evidence Code 1037.2 to be completed within 90 days (3 months) of employment.
- 2) 8 hours (of the 40 hours) must be completed prior to direct client contact.
- 3) 16 hours of annual continued education (CE) of which 8 hours must include Rape/Sexual Abuse/MultiCultural, Cross Cultural and MultiEthnic Diversity topics and 8 hours devoted to Domestic Violence topics.
- 4) Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment.

### PHYSICAL REQUIREMENTS:

1. The working environment for this position is an office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.
2. In the course of performing this job, the incumbent typically spends time standing, Lift up to 25 pounds walking, sitting, listening/speaking, reading and writing.

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**HIRING REQUIREMENTS:**

1. Must be able to obtain background and drug test clearance.
2. Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.
  - a. No Driver can have any of the following in the last three years:
    - i. More than 3 moving violations or 2 accidents.
    - ii. No suspension or revocation of license
    - iii. No single violation involving reckless driving, driving under the influence, racing or fleeing an officer or accident.
  - b. Drivers should be over the age of 21 and less than 70
3. Own reliable transportation is required.