

WOMEN'S CENTER
Housing Advocate

PROGRAM: Transitional Supportive Housing (TSHVOCA/TSH)
SUPERVISED BY: Program Director
SUPERVISION OF: NA
CLASSIFICATION: Non-Exempt/40 hours a week
SUMMARY: The Housing Advocate provides housing advocacy and services to outreach clients of The Women's Center. The focus of this position is to provide assistance for victims of intimate partner violence and sexual assault with obtaining housing that is covered under the program, assisting clients with crisis intervention, safety planning, and life skills development.

DUTIES

Direct Service/Advocacy:

1. Provide crisis intervention via phone or face to face contact including identifying and addressing barriers to safety, providing emotional and other supports (information and referral) as requested.
2. Provide case management for survivors/victims to assist them in attaining their goals.
3. Complete domestic and sexual violence client intake to provide client-specific advocacy to meet identified client needs and to develop a plan determined by and acceptable to the victim.
4. Work collaboratively with other staff to best meet the needs of clients and provide appropriate referral and follow-up services.
5. Maintain working knowledge of the State of Michigan statutes and codes that have an impact upon our services to victims of domestic violence and sexual assault mandating the requisite reporting mechanisms.
6. Assist clients in filling out and filing housing applications, assist clients in filling out and filing for MSHDA, if eligible, accompany clients to apartment/house showings.
7. Provide clients with the necessary resources and referrals to obtain safe and affordable housing.
8. Assist clients with access to housing with support services developed to ensure that clients reach their goals.
9. Maintain professional boundaries with organization clients.
10. Staff the 24-hour crisis line as assigned.
11. Rotate as on-call, respond to crisis calls and/or provide shelter coverage as needs arise

OTHER RESPONSIBILITIES

Outreach and Organization Representation

1. Provide community awareness as assigned.
2. Develop and maintain relationships with local landlords.
3. Expand the housing resources available for client under the program.

4. Attend and participate in the Alger Marquette Local Human Services Collaborative group and the for the local Name Committee.
5. Provide or assist with professional training to groups such as law enforcement and other partner agencies as assigned.
6. Participate at community meetings related to improving the community's response to domestic violence and sexual assault.
7. Establish and maintain collaborative relationships with community partners. Identify, track, and address issues in community meetings and special projects that have an impact on victims of domestic violence and sexual assault.

Additional duties

1. Responsible for data entry and maintenance of monthly, quarterly and annual reports related to client services and statistics.
2. Participates in the development of programmatic goals, objectives, and procedures.

General

1. Maintain a professional, confidential, non-judgmental relationship with all clients.
2. Maintain client files that ensure confidentiality.
3. Interact in a professional, cooperative manner with other staff and volunteers.
4. Complete tasks as assigned by the Program Director within the time frame established.
5. Submit any proposed change in your work description or conditions to the Program Director.
6. Submit a monthly report to the Office Coordinator by designated date to include service statistics, work activities, and discussion of any emerging needs.
7. Participate in promoting the Women's Center through community education and public relation efforts.
8. Attend organization staff meetings as required.
9. Attend trainings and continuing education activities as assigned
10. Perform related duties as assigned.
11. Work in a safe manner being aware of personal safety and the safety of others.
12. Responsible for observing safety, health and sanitation code

EDUCATION/TRAINING REQUIREMENTS:

A minimum of a Bachelor's degree in a human service related field or two years of experience in the domestic violence/sexual assault field.

This position is required to:

1. Complete the MDSVTB funded New Service Provider Training coordinated by MCEDSV.
2. Complete the organizations training, complete the Sexual Assault Response Team training, complete the agency crisis line training, and complete 80 hours of job shadowing.
3. Consent to a Criminal Background Check.
4. Provide proof of completion of First Aid and CPR Training within first year of employment, and remain current in certification.
5. Maintain a good driving record and carry liability insurance for passengers in personal vehicle.
6. Provide proof of vehicle insurance.

7. Have access to a car during scheduled work hours.
8. Provide Remote Advocacy and adhere to those requirements.
9. Travel to client's homes or places to meet with them.
10. Reply to emails and answer phone messages within 24 business hours of receipt.
11. Must have a bank account for direct deposit of paychecks.