

**Position Title:** Housing Advocate  
**Reports to:** Director of Housing Services  
**Hours:** 40 per week. Full-Time, Non-Exempt.  
**Location:** San Luis Obispo County  
**Salary:** \$21-23+ benefits  
**Apply by:** Position is open until filled.

Please submit a resume and a cover letter electronically to [ckaviani@StandStrongNow.org](mailto:ckaviani@StandStrongNow.org). NOTE: Please put "Housing Advocate" in the email subject line. No calls. Submissions will be reviewed on an ongoing basis until the position is filled. Visit [www.StandStrongNow.org](http://www.StandStrongNow.org) to learn more about us.

### **Purpose and Responsibilities**

Under the direction of the Director of Housing Services, the Housing Advocate assists housing clients in providing a wide range of holistic, culturally-competent support services and advocacy under the Housing First/California Emergency Services grant. Assists clients with financial literacy, economic planning, safety, and self-sufficiency planning as well as emotional support. The advocate builds a network of appropriate housing opportunities, while outreaching to landlords to assist clients in transitioning into safe permanent housing and sustainable independence.

### **Job Duties Include**

- Develop safety and self-sufficiency plans with clients, including housing, job skills development, financial literacy and other appropriate services. Update regularly with clients as circumstances change.
- Assist in locating, evaluating and determining eligibility for potential clients for Stand Strong's Housing First grant.
- Work in conjunction with other Stand Strong Staff including Director of Housing Services to coordinate a continuum of services for clients. Refer to project partner's/community resources for additional support services not offered by Stand Strong.
- Provide emotional support and advocacy for clients; establish rapport and maintain a working relationship during participation in the Housing First grant.
- Maintain regular contact and follow-up with clients throughout their participation in the program.
- Lead self-sufficiency workshops on topics related to housing informational, financial empowerment, and employment readiness such as resume writing and goal setting. Also schedule the survivor support group for Housing First clients.
- Be able to provide client transportation and accompany clients to court or other agency appointments where needed. If Bilingual, provide interpretation/translation where needed.

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- Collaborate with agency programs such as Safe House, Counseling and Legal Program to link clients to resources and services.
- Educate clients around the cycle of violence and drug and alcohol related issues.
- Outreach to prospective clients may include tabling events, collaborative meetings and/or workshops.

**Key Characteristics:**

- Utmost respect for and accordance with confidentiality.
- Compassionate, empathetic, non-judgmental.
- Excellent oral and written communication skills.
- Able to work independently.
- Ability to handle sensitive issues with discretion and confidentiality.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Ability to learn new technologies and software.
- Works closely, cooperatively, and collaboratively with others.
- Strong work ethic and commitment to the organization's mission and vision.
- High level of initiative and reliability.
- Enjoys problem-solving and is willing to find creative solutions.

**Minimum Qualifications:**

- Fluency in English is required; additional fluency in Spanish preferred.
- Have a strong understanding of recovery resilience and trauma informed practices.
- Ability to work flexible hours as required by program and staffing needs.
- A minimum of two years of experience providing direct services and/or advocacy to survivors/victims of domestic violence/Intimate partner Violence, victims of sexual assault, people who are economically disadvantaged or physically/mentally disabled, substance abuse/dual diagnosed individuals, the elderly, at-risk youth, or other vulnerable populations is preferred.
- Ability to work with clients of all ages and backgrounds who have experienced trauma.
- Demonstrate cultural competency and awareness in dealing with diverse populations.
- Proficiency with Microsoft Office or similar computer skills.

**Preferred Qualifications:**

- Knowledge of crisis intervention
- Bilingual/Bicultural background/experience is helpful.

**Certificates, Licenses, Registrations**

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- Current California Driver's License and vehicle insurance. Complete 40 Hour Domestic Violence Peer Counselor Training.

**Requirements:**

- Must satisfactorily pass a background check (paid for by employer).
- Completion of Stand Strong's 40-hour DV training program, to be initiated as soon as possible upon employment.

**Please Note:**

Stand Strong is an equal opportunity employer (EOE). This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong. Some amount of stooping, kneeling, bending, lifting, walking, carrying and other movements may be required. The position will require extended periods of time sitting and working on a computer keyboard that will involve extensive wrist and hand movement. The employee will be required to perform these movements without risk of injury to themselves or others, or to demonstrate how they can perform the essential functions listed above.

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