

Position Title: Housing Advocate
Reports to: Director of Housing Services
Hours: 40 per week. Full-Time, Non-Exempt.
Location: San Luis Obispo County
Salary: \$18 + benefits
Apply by: Position is open until filled.

Please submit a resume and a cover letter electronically to HR@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 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. The Housing Advocate will assist 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
- Develop relationships with landlords to encourage them to rent to our clients
- 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 information, financial empowerment, and employment readiness such as resume writing and goal setting
- Schedule the survivor support group for Housing First clients.
- Responsible for keeping relevant client records
- Inputting data into the database, including Intakes and exit paperwork, self-sufficiency plans and case notes

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- Responsible for submitting monthly case management paperwork to the Grants and Data Coordinator
- Be able to provide client transportation and accompany clients to court or other agency appointments where needed
- Provide interpretation/translation where needed
- Collaborate with agency programs such as Safe House, Counseling and Legal Program to link clients to resources and services
- Educate clients on the topic of domestic violence and drug and alcohol related issues
- Outreach to prospective clients may include tabling events, collaborative meetings and/or workshops
- Participate in trainings/conferences to ensure “best practices” and to fulfill grant requirements

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 and Spanish is required
- Have a strong understanding of trauma informed practices
- 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, or one-year experience working with housing advocacy
- 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
- Ability to work flexible hours as required by program and staffing needs

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Preferred Qualifications:

- Knowledge of crisis intervention

Certificates, Licenses, Registrations

- Current California Driver's License and vehicle insurance and auto registration

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
- Some nights and weekends will be required

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.

Stand Strong's Core Values:

Safety: We claim an atmosphere of emotional, verbal, and physical non-violence in our workplace and in our programs.

Integrity: We act with honesty and transparency in all that we do in order to foster collaboration, trust and sustainability.

Confidentiality: We believe in the importance of protecting private information.

Survivor-centered: We hold survivors, their strength and their resilience at the core of all we do.

Empowerment: We stand with our clients; we don't act or speak for them. We serve them as advocates.

Diversity: We value inclusion and acknowledge that everybody is different and important. We treat every individual with respect and kindness.

Respect: We act with professionalism, courtesy, and fairness to empower our clients, our community partners, each other and ourselves.

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