

JOB DESCRIPTION

Position:	<u>COMMUNITY HOUSING ADVOCATE</u>
Reports to:	Community Housing Program Manager
Hours:	Part-time (minimum 20 hours/week), flexible schedule with some evenings/weekends
Salary Range:	Starts at \$14.29/hour, part-time benefits included
Classification:	Regular, Non-exempt, N3 Responsibility Level
Start Date:	ASAP

Eastside Domestic Violence Program's vision is to end domestic violence by changing individual, institutional and societal beliefs, attitudes and behaviors that perpetuate it. To achieve this, we will work with the community to:

- **PROVIDE** services in East & North King County to people, primarily women and children, who have experienced physical, emotional or sexual abuse;
- **PREVENT** domestic violence through advocacy, education and support.

OVERVIEW OF PROGRAM: The Community Housing Program provides financial/rental assistance and advocacy to people impacted by domestic violence as they transition into, 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, have mental health and/or chemical dependency issues, and are low income. The Advocate fosters relationships with property owners, negotiates lease terms and assists the families with securing furniture. The Advocate meets regularly with program participants to develop short and long term goals and to provide referrals and advocacy. The Advocate manages a budget and completes reports for the grants that support the programs. The Advocate also supports the staff and mission of all EDVP programs, including My Friend's Place Transitional Housing Program and My Sister's Home Emergency Shelter Program.

KEY RESPONSIBILITIES:

- Provide housing support advocacy and rental readiness trainings to current residents in EDVP's housing programs;
- Help families find and secure safe, affordable housing;
- Advocate with managers and owners for tenancy and negotiate move-in costs;
- Help families access resources for housing related assistance (i.e. furniture procurement, utility assistance, etc.);
- Provide advocacy-based counseling for participants for one year or more;
- Provide follow-up services;
- Coordinate connection with other services as needed;
- Complete necessary paperwork and statistical information related to project;
- Track expenditures to stay within budget;
- Work closely and cooperatively in team setting with shelter and agency-wide staff and volunteers, including attending weekly staff meetings and monthly All Staff meetings; and
- Participate in all-staff training sessions.

MINIMUM QUALIFICATIONS:

I Requirements:

- B.A. in social services or related field, education can be substituted with experience;
- Two years experience working in the field of domestic violence;
- Ability to complete tasks with minimal supervision;
- Sensitivity to the needs of agency clients and ability to maintain confidentiality;
- Excellent presentation and training skills;
- Basic computer skills;
- Knowledge of human service delivery systems and systems advocacy;

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- 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 a team to deliver services;
- Updated CPR, First Aid Certification required;
- HIV/AIDS certification required; and
- Dependable transportation and valid Washington State Driver's License.

II **Core Competency Requirements:** *EDVP's employees are people who believe passionately about the value of this work and take personal responsibility for bringing success to the agency. EDVP's team 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

TO APPLY:

- Call EDVP job line at (425) 562-8840, ext. 402, to request an application packet and history check form or visit <http://www.edvp.org> to download an application packet and history check form.
- Please return your cover letter, resume, completed agency application form, and history check form to:

Eastside Domestic Violence Program

ATTN: Human Resources

P.O. Box 6398

Bellevue, WA 98008-0398

Fax # (425) 649-0752

- If all four application parts are not turned in, your application will not be considered.
- Applications will be accepted until the position is filled.

EASTSIDE DOMESTIC VIOLENCE PROGRAM IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WE VALUE DIVERSITY ON OUR STAFF. SURVIVORS OF DOMESTIC VIOLENCE AND WOMEN OF COLOR ENCOURAGED TO APPLY.