**Job Description**

# **Title: Transitional Housing Advocate**

**Job Summary**:

The role of the Transitional Housing Advocate is to provide non-judgmental support, validations, encouragement and acknowledgement of strengths for all individuals who seek our services. The advocate gathers information about the family to utilize in developing plans with the family members in reference to domestic violence, teen dating violence, financial empowerment, and housing. The advocate utilizes motivational interviewing techniques and problem solving. Facilitates groups, discusses safety, and maintains client records.

**Reports to:** Housing Program Director

**Level/Grade:** Full Time/Exempt

**Positions Directly Supervised:** None

**Essential Job Functions:**

The following is a summary of the essential functions of the job. The employee may perform other duties, both essential and non-essential, not mentioned below; and specific responsibilities may change from time to time.

Meetings with clients that will include but not limited to defining goals both long and short term, helping clients to locate resources needed, identifying barriers as they arrive and options to resolve the barriers.

Develop a rapport that supports the clients’ freedom of choice.

* Assist clients in identifying safety concerns, establishing a home, personal growth and emotional needs.
* Complete statistics required by the agency and grantors.
* Advocate will keep a tally of all funds clients receive through this program.
* Advocate will facilitate group trainings and discussions on topics such as Intimate Partner Violence, Financial Empowerment, Good Neighbor, Teen Dating Violence, Understanding and Expressing Feelings, Getting Along with Others, etc.
* Advocate will complete request forms for all monies requested.
* Advocate will be responsible for answering crisis calls and responding to walk-ins who are in crisis.
* Advocate will be responsible for inputting data into the Apricot database.
* Advocate will establish community partnerships and attend meetings with local service providers.
* Advocate will continue their professional development through webinars, seminars, and off-site training.

**Knowledge, Skills, and Abilities Needed:**

* Proficient in Motivational Interviewing techniques
* Ability to communicate effectively orally and in writing
* Ability to handle crisis situations in a calm, deliberate manner
* Familiarity with community resources and service providers
* Knowledge of the basic dynamics of domestic violence and crisis intervention techniques
* Organizational, problem-solving and conflict resolution skills
* Knowledge on trauma informed care
* Ability to work with a diverse group of clients.
* Excellent time management skills.
* Attention to details.
* Ability to work independently.

**Education and Formal Training:**

Degree in Social Services field, Counseling, Women’s Studies, Human Services or Psychology.

**Work Experience:**

Minimum 2 years’ experience in a social service agency working around issues of poverty and homelessness as it relates to Domestic Violence.