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**Position Title: Housing Advocate**

**Accountability:** Director of Housing

**FLSA Status:** Non-Exempt **Status:** Full-Time

**Mission Statement:** To provide trauma-informed services, to advocate for domestic violence survivors and their children, and to promote prevention of domestic violence through community awareness and training.

**Position Summary:** Conduct home visits, provide counseling, case management, life skills education, and other supportive services for domestic violence victims to help them remain in permanent housing.

**Responsibilities:**

1. Outreach to inform intimate partner violence survivors of this program.

2. Assist intimate partner survivors in obtaining safe, secure, permanent, scattered site housing

for themselves and their dependent children.

3. Assist clients in conducting a needs and strengths analysis and in writing Individual Service

Plans with goals, objectives, and timeline for achievement.

4. Provide case management services, make referrals, act as an advocate for clients, and

facilitate program participants’ access to community resources including vocational

rehabilitation, childcare, transportation, food, and employment opportunities.

5. Counsel women in groups, individually and with their children around parenting and

family issues relevant to each family; provide crisis prevention and intervention, as needed.

6. Provide early intervention and direct counseling services with children in the housing

program.

7. Present life skills education programs and assist clients in achieving competency in decision

making.

8. Encourage and foster independence and self-sufficiency as program participants complete

their goals.

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9. Train and supervise volunteers for the program.

10. Complete required notes, case summaries, intake forms, service plans, exit evaluations,

summaries, and other documentation.

11. Input direct service and collateral time into Sistercare’s client database management system

according to Sistercare’s policy and procedures.

12. Attend twelve (12) hours of Victim Service Provider (VSP) training each year to remain in

compliance and active status as a VSP.

13. Perform other duties as required.

**Qualifications:**

* A Bachelor’s degree in behavioral science or a related degree or equivalent work experience.
* Experience in providing direct services to individuals in need.
* Understanding intimate partner violence and its effect on survivors and their children.
* Ability to handle emergency/crisis situations in an independent manner.
* Awareness of common problems confronting women, i.e., financial, childcare, education, etc.
* Must have a valid South Carolina driver’s license, a vehicle to be used for work related travel and vehicle insurance.

**Physical Demands and Work Environment**:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

The noise level in the work environment is usually moderate to loud. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, various forms of technology or controls. The employee must be able to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, run or crawl. The employee must have the ability to follow written and oral instructions and procedures.

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The employee must be able to work under regular, moderate levels of stress and must be able to regularly lift and move up to 10 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

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Employee Date Executive Director Date

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