



Employment Opportunity

Domestic Violence Housing First Coordinator

The Organization: SAVE's mission is to strengthen every individual and family we serve with the knowledge and support needed to break the cycle of domestic violence and build healthier lives. In pursuit of this mission, SAVE provides a comprehensive range of direct services to people experiencing domestic violence from immediate crisis intervention to long-term supportive services. SAVE offers competitive benefits and a fun and stimulating work environment. We are focused on continually improving our survivor-centered, trauma-informed work and meeting the needs of the diverse communities we serve.

The Position: The Domestic Violence Housing First Coordinator (HFC) is responsible for ensuring the successful implementation of the Housing First Program including the outreach and referral process. The HFC is also responsible for coordinating with SAVE staff to recruit and manage internal referrals as well as recruiting and managing referral from partner agencies. The Housing First Coordinator works dually on program implementation strategies and provides direct case management services to survivors of domestic violence. The HFC is also responsible for developing and maintaining strong relationships with housing agencies, relatable community non-profits and select landlords in Alameda County and the surrounding areas to secure and increase permanent housing availability for domestic violence survivors.

The Ideal Candidate: Strong candidates for this position will demonstrate an understanding of the specific issues faced by domestic violence survivors experiencing homelessness as well as an overall understanding of available housing resources and programs. The candidate will have a deep commitment to providing trauma-informed, client centered services and a desire to assist domestic violence survivors to move toward safe and stable housing. Previous experience working with both survivors and homeless services is strongly desired. Candidates who are bilingual and bicultural and who have lived experience with domestic violence strongly encouraged to apply.

Status: Full Time, Nonexempt

Location: Fremont, CA

Hours: 40.0 per week

Salary: The salary for this position is \$22/hr.

Benefits: Comprehensive benefit package, 403(b) retirement plan, paid holidays, vacation and sick-time

Description of duties:

- Coordinate the Housing First application process, overseeing all applications – both internal and external- and assessing client eligibility.
- Work closely with the Director of Programs and the Director of Finance to monitor the direct client assistance payments.
- Conduct individual sessions with clients to identify needs, set goals, make referrals and track client progress.
- Provide long term case management including: safety planning, risk assessment, short-term and long-term intervention planning.
- Identify pre-housing obstacles and work with client to overcome these obstacles; support clients in finding and securing safe and affordable housing and continue to work with client after housing is obtained through intensive case management.
- Provide regular mobile advocacy including in-home case management and accompaniment.

- Work with partner agencies to disseminate information about the program and recruit participants – including providing presentations, trainings or client workshops.
- Supervise, train, and support appropriate, trained volunteers.
- Maintain a directory of housing assistance providers and related resources.
- Provide ongoing supervision of the Housing First Assistance volunteers to assist survivors housing applications, searches, accompaniment, interpretation/translation, workshops, and other matters.
- Develop and maintain Housing First client files, ensuring the receipt and retention of necessary documentation related to financial assistance provided.

Qualifications:

Ability to perform the duties described above. A typical means of acquiring those abilities would be:

- Bachelor's degree or equivalent experience in human services, social work, counseling, psychology, criminal justice, or related field
- At least 3 years' experience providing case management or similar service in a social service setting with a focus on assisting homeless clients to secure stable housing
- At least two years' experience working with domestic violence survivors
- Experience conducting training helpful
- Bilingual skills and/or bicultural experience preferred.
- **Employment is contingent upon passing a background investigation.**

Requirements:

- Thorough understanding and demonstrated record of commitment and sensitivity to intimate partner violence, including comprehensive knowledge of the signs, cycles, nuances, types, and risk factors for abuse, victim resources, related policy developments, and domestic violence current news and events.
- Ability to work effectively, cooperatively, and respectfully with staff, volunteers, clients, and community members regardless of race, ethnicity, national origin, partner status, faith, age, socio-economic status, gender identification, and physical or mental ability.
- Strict adherence to organization's confidentiality and privacy policies, and the ability to recognize sensitive issues and act accordingly.
- Demonstrated understanding of the challenges faced by domestic violence survivors experiencing homelessness.
- Demonstrated understanding of the challenges faced by marginalized, unserved/underserved communities.
- Demonstrated understanding of a client centered, trauma informed approach to working with people experiencing domestic violence.
- Ability to adapt to a variety of environments or work demands.
- Ability to maintain a high level of consciousness and sensitivity to client needs and domestic violence issues.
- Ability to support and respond with humility to diversity.
- Willingness to work flexible hours including evenings and weekends. Willingness to adjust schedule on a weekly basis if needed, as directed by the Director of Programs.
- Ability to work in a crisis-oriented environment.
- Demonstrated commitment to the mission and values of SAVE.
- Computer literate with knowledge of MS Office (Word, Excel, Outlook, Publisher) and client tracking databases.
- Must possess a valid California driver's license, insurance, and access to an automobile. Proof of insurance and loss payee endorsement is required. Must meet agency's driving requirements.
- Must have completed or be willing to complete the state-mandated 40-hour domestic violence counselor training.

Equal Employment Opportunity

As an equal opportunity employer, SAVE supports equal opportunity for employment and advancement free of race, color, religious creed, ancestry, national origin, age, sex (includes sexual harassment) pregnancy (childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), mental or physical disability (includes HIV and AIDS), political affiliation/opinion, Veteran's status, or request for family medical leave. SAVE is committed to ensuring that the work environment of SAVE employees are free from discrimination, harassment, and retaliation.

Applicants with Disabilities:

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

To apply, submit a resume and cover letter to kateh@save-dv.org. The position will remain open until filled. For a complete job description, visit our website, www.save-dv.org.