



Employment Opportunity

Housing First Support Advocate

Full time, 40 hours/week, \$20/hr

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 Housing First Support Advocate is based at our Empowerment Center and is one of the first contacts for survivors and others as they walk through our doors. The advocate is responsible for ensuring that everyone feels welcome, safe and supported. The advocate performs a wide variety of tasks, both with survivors and in support of the programs and activities of the Domestic Violence Housing First program, with a focus on aiding survivors to find and maintain safe and stable housing.

The Ideal Candidate: Strong candidates for this position will demonstrate the ability to thrive in a fast-paced, crisis services environment. The right candidate will be warm and outgoing and enjoy interacting with the public. The advocate must have the ability to demonstrate empathy and compassion even in difficult circumstances. The advocate must be able to juggle multiple tasks and demonstrate skill in prioritization and organization. They must enjoy working independently as well as being part of a larger team.

Previous experience in a non-profit, direct services organization is strongly desired. Candidates who are bi-lingual/bi-cultural and/or who have lived experience as a survivor are preferred.

Primary Duties:

- Welcome survivors and other visitors to SAVE's Empowerment Center.
- Assess immediate needs of walk-in survivors and connect them to appropriate resources.
- Conduct initial housing needs assessments with survivors.
- Prepare and submit expense requests for survivors that fall within the guidelines of Housing First and submit with documentation to manager
- Provide client support- both virtual and in person (with Covid-19 safety measures) including mobile advocacy (accompanying survivors to appointments, court dates, housing search,etc.).
- Provide survivors with emergency food, clothing and other necessities.
- Provide information and referrals to survivors calling the business line and route them to the crisis line or other resources/services as appropriate.
- Respond appropriately to calls from the general public.
- Support the delivery of client services by: maintaining distribution systems and documentation for client transportation and other resources.
- Assist with the scheduling of groups, workshops and client appointments within the Housing First program by maintaining related calendars, schedules and room reservations.
- Collaborate with the Housing First team and all of SAVE staff to provide coordinated survivor care.
- Manage gift card and survivor check distribution for Housing First clients.
- Provide program support to Housing First staff - data entry, tracking of requests for assistance, resource research, development of materials, flyers etc.
- Assist with support of volunteers including tracking volunteer hours.
- Maintain a safe and secure environment in the lobby and entry, ensuring survivor privacy and confidentiality at all times.
- Ensure that spaces for clients (lobby, meeting rooms, client kitchen) are welcoming, clean and well-maintained.

Other duties shared by all staff:

- Attend staff meetings, team meetings and trainings as scheduled or assigned by supervisor.
- Complete timesheets, client data and service documentation in a timely and accurate manner.
- Other duties may be assigned by your supervisor as needed.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Ability to perform the duties described above. A typical means of acquiring those abilities would be:
- Two years of front desk or client services experience in a domestic violence or other social service agency.
- Completion of 40-hour domestic violence training.
- Bachelor's Degree

ADDITIONAL REQUIREMENTS:

- Strong preference will be given to candidates who are bi-lingual in Spanish, Hindi, Punjabi, Farsi, Dari or another language frequently spoken by SAVE clients.
- 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.
- Demonstrate a high level of compassion and sensitivity to victims, their children, and the issue of domestic violence.
- Ability to work in a crisis-oriented environment.
- Ability to adapt to a variety of environments or work demands.
- Ability to multitask, prioritize, and organize in a fast-paced environment, both independently and as a part of a team.
- Impeccable attention to detail, including ability to self-monitor work to ensure accuracy.
- Excellent organizational and time management skills.
- Excellent written and oral communication skills.
- Valid CA driver's license and current automobile insurance.
- Excellent computer skills with knowledge of Microsoft Outlook, Word, Excel, PowerPoint, Publisher, Google, Zoom. Experience with a client services database preferred.
- Willingness to accept coaching, instruction, and guidance.
- Commitment to the mission and values of SAVE.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made.

<u>PHYSICAL ACTIVITIES</u>	-----Amount of Time Spent-----			
	Rarely 0 – 12%	Occasionally 13 – 33%	Frequently 34 – 66%	Regularly 67% +
Seeing: Must be able to see and read with or without corrective lenses.				x
Hearing: Must be able to hear adequately to communicate with people in person and via phone systems.				x
Sitting			x	
Standing/Walking			x	
Climbing/Stooping/Kneeling/Bending			x	
Lifting/carrying up to 25 lbs		x		
Lifting/carrying over 25 lbs		x		
Pulling/Pushing/Reaching				x
Grasping/Feeling/Finger use of both hands: Must be able to write, type, use a keyboard and telephone system.				x

Interested applicants should submit a cover letter and resume to Annie Olea, Housing First Manager, at annieo@save-dv.org. Resumes submitted without a cover letter will not be accepted. The position will remain open until filled.