Stand Up Placer, Inc. – Job Description

Position: Housing Advocate
Reports To: Housing Coordinator
Location: Stand Up Placer administrative offices and service offices
Job Status: Non-Exempt, Part-time, $15/hour

ABOUT STAND UP PLACER
Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, human trafficking and their non-offending family members. Our mission is to save lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking.

POSITION SUMMARY
The Housing Advocate assists clients with housing resources and referrals to permanent housing options. This position is responsible for carrying a caseload of clients who are in the Rapid Re-Housing HUD program and CalOES Transitional Programs. This position is also responsible for providing weekly case management, leading support groups, conducting childcare and creating and facilitating workshops.

ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

- Provide emergency and supportive services to our clients in the housing programs, including: crisis intervention, emotional support, advocacy, case management, accompaniment services, safety planning, emergency food and clothing, transportation, financial coaching, permanent housing options, etc.
- Provide resources referrals for job readiness, educational assistance and other services
- Complete all necessary documentation for client case files and enter all data into our encrypted database within 24-hours.
- Track client leases, supportive services, and other needs and accomplishments
- Prepare ISPs (Individual Success Plan) for each housing client quarterly
- Facilitate support groups two times monthly, also providing childcare if needed
- Facilitate program graduation for participants who complete the housing program
- Problem solve with clients who may face challenges and barriers in the program
- Participate in weekly supervision with the Housing Coordinator
- Work with your supervisor to enhance existing programming and create new opportunities, forms of support and resources for the housing clients
• Track and submit mileage on a monthly basis
• Submit a check request for each client monthly for rental payments
• Establish and maintain professional relationships with community partners
• Maintain confidentiality related to program offerings
• Ability to have a flexible work schedule

QUALIFICATIONS
• At least two years of experience working with underserved populations OR a combination of two years education and/or experience working with underserved populations
• Ability to address crises and use critical thinking to problem-solve effectively
• Ability to work under pressure, manage and meet deadlines; excellent organizational skills
• Ability to work sensitively with traumatized and diverse populations
• Ability to work independently and as a team; excellent time management skills
• Excellent written skills and oral communication
• Strong professional boundaries is required
• Working knowledge of Microsoft Office Suite
• Completion of 65-hour state-certified Crisis Intervention Training (post-hire requirement)
• Reliable transportation, valid California Driver's License and proof of insurance
• Fingerprint clearance required
• Must be over the age of 18

ESSENTIAL PHYSICAL REQUIREMENTS
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 may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

DISCLAIMER STATEMENT
This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

COMPENSATION AND BENEFITS
Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, 401K and paid vacation, sick time and 13 holidays.

TO APPLY
Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to Marianne Nodes, at
marianne@standupplacer.org with Housing Advocate in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at www.standupplacer.org

ACKNOWLEDGEMENT
I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

____________________________________________ __________________
Employee Signature      Date

____________________________________________ __________________
Supervisor's Signature      Date