



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

Job Announcement

HOME SAFE PROGRAM HOUSING ADVOCATE

Survivors of domestic violence and people of color encouraged to apply

- RESPONSIBILITIES:** Collaborates with Home Safe and Community Advocacy Programs Survivor Advocates to place domestic violence survivors in sustainable permanent housing. Actively assists participants with the practical details of finding and securing housing. Develops and maintains extensive housing program and landlord networks, advocating with them on behalf of participants.
- REPORTS TO:** Home Safe Program Manager
- HOURS:** 40 hours per week; Monday through Friday business hours. Occasional evening and weekend hours as appropriate to meet participant needs.
- POSITIONS AVAILABLE:** 2 positions
- COMPENSATION:** \$21.22 per hour. Medical, dental & vision benefits; monthly paid trainings; training allowance; paid leave; life insurance; retirement contribution. This is a Non-Exempt position.

RESPONSIBILITIES

Housing Locator Services

- Initiates and maintains positive relationships with a wide array of community housing programs, developing strong partnerships to meet the housing needs to survivors.
- Initiates and maintains positive relationships with a network of landlords, educating them about domestic violence, advocating with them on behalf of participants, negotiating leases, providing rental incentives, and assisting with resolving tenant problems as appropriate.
- Creates and maintains an extensive, multi-county database of landlords, low income and affordable housing programs and other relevant community resources.
- Collaborates closely with Home Safe Survivor Advocates to identify and resolve participants' housing and rental assistance needs, barriers to housing access and eligibility for housing programs.
- Collaborates closely with CAP Survivor Advocates to identify and support participants who qualify for homelessness prevention or rapid re-housing services.
- Meets with survivors, assisting them with housing applications, accompanying them on housing searches, and facilitating successful placement in permanent housing.
- Conducts housing quality standard inspections per contract guidelines, and advises and advocates for participants with regard to quality standards.
- Coordinates interpreter or ASL services for non-English speaking or hearing impaired participants.

Participant and Staff Education

- Organizes or develops and facilitates workshops and training on tenant rights and responsibilities, fair housing laws, communicating with landlords and other pertinent information for staff and/or participants.

General Community Networking

- Maintains positive working relationships with other domestic violence and human service agencies in the community.
- Builds relationships with businesses or other community resources to secure assistance or services for participants and promote New Beginnings' services.
- Attends community meetings and multi-disciplinary team meetings as assigned by the Program Manager.

Data Integrity

- Enters consistently complete, accurate and appropriate participant and service data into the agency database.
- Responds to meet data needs identified by the Program Manager or data staff.

Resource Development

- Participates in development events and activities as requested by Program Manager.
- Provides information and stories as needed by the development team to build donor support and pursue funding opportunities.

Team Work and Professional Development

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high quality services to survivors.
- Participates in all staff meetings, Home Safe Program team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

QUALIFICATIONS

- Commitment to the mission of New Beginnings and to the needs to domestic violence survivors.
- At least three years of experience in property management, housing management and/or real estate. Relevant housing locator experience in a human service setting can be substituted.
- Current knowledge, or willingness to learn about the dynamics of domestic violence and the impact of trauma on survivors and their children.
- Ability to network with a variety of community human service providers and business professionals.
- Ability to work with diverse survivors in a welcoming, supportive, culturally competent manner.
- Knowledge of public benefits, and a wide range of community resources a plus.
- Experience with HUD-approved housing inspections a plus.
- Ability to exercise flexibility and creativity in helping survivors overcome a variety of barriers to housing stability.
- Ability to take initiative, and maintain accountability to colleagues while providing services in a variety of settings.
- Demonstrated ability to handle crises and juggle multiple responsibilities in a fast paced environment.
- Ability to maintain participant confidentiality.
- Strong attention to detail and follow-through.
- Ability to represent New Beginnings in a professional manner to community partners and the broader public.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary trauma.
- Proficient with Microsoft Office applications.
- Fluency in Spanish, African or Asian languages a plus.
- Possession of a valid Washington State driver's license and access to reliable personal car.

Send resume and cover letter detailing experience to info@newbegin.org. Open until filled.

Additional Agency information available at www.newbegin.org