



Job title	<i>Housing First Advocate – North County</i>
Reports to	<i>Housing First Coordinator</i>

Position Summary

Under the supervision of the Housing First Coordinator, the Housing First Advocate - North County (HFA-South) assists survivors of domestic violence to locate, secure and maintain stable housing. The HFA-South performs financial assessments and provides assistance in multiple areas relating to finding adequate living accommodations. These include assessing needs and creating realistic and attainable goals related to securing housing, credit worthiness and employment allowing survivors to continue being successful after assistance is provided. The HFA-South accompanies clients to housing appointments/legal hearings through mobile and in-person advocacy; establishes and maintains community engagements with community partners/landlords/Housing Authority and works closely with both Santa Maria and Santa Barbara Shelter staff to assist clients placed in emergency shelter with food, housing, and other needs.

Areas of responsibilities / Duties

Housing First

- Participate in Housing First Staff Meetings to go over caseloads and updates on a weekly basis.
- Provide case management and financial assistance resources to clients as needed
- Oversee/Submit check requests once a week
- Conduct outreach to the community to find potential new clients for the HF program.
- Work with other Housing First staff and the Director of Operations/AED to ensure all Housing First spending is accounted for in compliance with grant requirement and to the satisfaction of the Director of Finance. Ensure Housing First program meets expenditure goals outlined in grants and DVS program budgets.
- Establish relationships with local property management/landlords, allowing clients to be housed in a seamless manner
- Along with other Housing First staff, the Director of Programs and Client Services, and Director of Operations/AED, build and maintain partnerships with organizations that can provide supplemental services and resources to Housing First Advocates and Client Advocates
- In collaboration with other Housing First staff, the Director of Administration, the Director of Programs and Client Services, and the Director of Operations/AED, ensure best practices in Housing First Program planning, development, documentation, compliance, reporting, and evaluation

Qualifications

- 2-3 years of experience in DV advocacy preferred
- Knowledge of Fair Housing laws preferred
- Experience with database management and/or data entry preferred
- Important to have or to be able to obtain a thorough understanding of the dynamics of family violence and trauma informed care
- Must be bi-lingual (English and Spanish)
- Own reliable vehicle with valid insurance, and have a valid CA Driver's License
- Understanding of the confidential nature of the data and information which is gathered by the agency to complete its mission
- Ability to handle confidential information with the highest level of integrity

Working conditions

Position is In-Person and will be based in Santa Maria, CA. Travel as necessary to all shelter locations in Santa Barbara County, as well as to other meetings/functions that will further the goals and responsibilities of the position. This is a Full-time position, 40 hours per week.

Physical requirements

In the course of performing this job, the incumbent will typically spend time sitting, walking, standing, listening/speaking, writing and operating a personal computer. They will be required to drive an automobile to get to and from the different DVS property sites or use public transportation to attend meetings within the community. Incumbent will be expected to lift and carry various office and maintenance items up to 30 lbs. on an occasional basis. Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Starting Pay/ Range

- Starting Range is \$23.00 - \$25 per hour, DOE.
- Position Range is \$47,840 - \$52k per year.
- Competitive benefits and rewarding environment.

If you are a self-starter with a passion for helping others, advocating for those that are striving for their independence and educating others, we encourage you to apply for this exciting opportunity. We offer competitive compensation and a competitive benefits packages, as well as opportunities for growth and development within the organization. Join us in making a positive impact and contributing to our mission

How to Apply

Please email your resume and cover letter to Cristina Caratachea, Director of Administration, at HR@DVolutions.org

