



JOB TITLE: Housing Advocate

REPORTS TO: Operations Director

HOURS: Full-time (40 hours/week)

PAY: \$14.50-\$15/hr

BENEFITS: Monthly gas stipend will be provided for shuttling donations, IRA 3% Match after six months of employment, PTO, Premium Pay, Insurance (Medical/HAS, EAP COBRA Qualified, Dental, Vision, Life, Voluntary Life, Voluntary Short-Term Disability)

VALUES: Employee will be expected to possess and demonstrate: Continual learner; self-motivator who takes initiative; outstanding attendance and punctuality; exhibit an encouraging and positive attitude; demonstrates an effective use of time, good organizational skills (including the ability to juggle projects and time commitments), and can prioritize crucial job-related tasks; can adjust to changes in normal routine and is open to requests from clients, co-staff, or administration; cooperates with staff, works well with others, provides assistance when needed, can be relied upon by co-workers/management to follow through, volunteers for assignments to enhance the organization, and is respected by his/her peers, subordinates, superiors and/or clients. Employee is also expected to stay current with best practices for providing victim advocacy, which includes a minimum of 40 required victim advocate training. **Must have reliable transportation.**

RESPONSIBILITIES: The housing advocate is responsible to maintain confidentiality, security, safety and general upkeep of Erin's House and Shelter. Maintain a professional and considerate manner while acting as a Housing Advocate at the Erin's House, Shelter, and in the community.

JOB DUTIES:

- Follow policy and procedures
- Provide victim advocacy at shelter and Erin's House (extension of shelter units)
- Provide other victim advocacy as assigned
- Maintain security, safety, and upkeep (light housekeeping) of Erin's House
- Sort through donated items and properly distribute them to our various locations, the safe house, Erin's house, or local thrift stores
- Help shelter director keep donation room organized at Erin's house and distribute donations to clients at shelter and Erin's House
- Supervise the cleaning of Erin's house apartments
- Attend monthly client home visits with shelter director
- Assist shelter director with food boxes for clients as needed
- Document financial information for clients in database
- Oversee and coordinate commodities needed for shelter and hotel clientele.
- Works under the supervision of the Shelter Manager to ensure that established policies and procedures of the DOVE House are followed, with a special assignment to oversee/update/enforce COVID-related health and safety protocols.
- Oversee Shelter Volunteer program to ensure any volunteers or service groups are advised and compliant with COVID protocols while at the shelter facility.

MINIMUM QUALIFICATIONS:

- High school diploma and two years' experience working with the public.
- Clear criminal background check

The DOVE Center provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities, or any other basis protected by state or federal law.