**Housing Advocate**

The Housing Advocate is a full-time salaried position. Responsibility of this position includes providing direct service and advocacy to the clients experiencing homelessness or on the verge of becoming homeless. The Housing Advocate will establish relationships with appropriate community individuals and organizations to identify and address unmet needs in human services, mental health, housing, and financial arenas. This position participates in an on-call response system for victims/survivors during day, evening and weekends. This position participates in crisis-line coverage during any/all hours. The Housing Advocate reports to the Housing Program Supervisor and is based in Story County, though services may take place in Greene, Boone, Marshal, and Tama Counties.

**100% of this position is considered direct service in the capacity of serving primary or secondary victims and/or preparing the community to respond effectively to the needs of victims.**

**This position participates in an on-call response system for domestic abuse victims/survivors during day, evening and weekend hours.**

**Client-Centered Advocacy**

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| Advocate for domestic violence, sexual assault and violent crime clients residing in shelter. |
| Assess client needs and work with clients on goals and objectives. |
| Administer intake and departure forms with shelter clients. |
| Schedule and conduct individual counseling sessions. |
| Answer and respond to the shelter crisis line. |
| Provide on-site intervention services for victims of sexual and domestic violence. |
| Provide educational programming to shelter clients aimed at enhancing skills and understanding. |
| Share shelter on-call duties with staff. |

**Program, Administrative, & Educational Responsibilities**

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| Maintain a professional and positive attitude in all interactions while representing ACCESS. |
| Share administrative and office support duties with other shelter program staff members, including data entry. |
| Seek, collect, maintain, and update donations made to the shelter, ensuring adequate personal products/clothing for clients. |
| Ensure adequate food and supplies for daily operation of shelter. |
| Assist with building maintenance. |
| Assist with shelter licensure, contract and inspection obligations. |
| Assist in monitoring and addressing shelter room damage and cleanliness as clients move in and out. |
| Maintain open ongoing communication with staff and volunteers regarding the needs of the shelter program. |
| Other duties as assigned. |

**Expectations of Continued Learning**

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| Attend relevant conferences and trainings, including those required to attain and maintain certification. |
| Remain current on housing research, funding expectations, and resources available to clients.  |
| Remain informed on legislative issues. Keep current on changes in the Iowa Code.  |
| Gather statistics and reflect on information as needed for grant proposals. |

**Qualifications**

The ideal candidate will have a proven ability to navigate evolving social climates while providing client centered care. They will be committed to completing tasks in a fast-paced environment and able to support diverse clientele while maintaining an understanding of available resources. ACCESS staff should be empathetic, inclusive and non-judgmental. Service provision should focus on the self-determination and empowerment of the victim/survivor. This position provides an opportunity to engage with community members, victim service agencies, coalitions, as well as state and local systems. We are seeking candidates who excel in:

* Client centered care
* Relationship-building with diverse populations
* Managing multiple projects
* Thinking outside the box and finding creative solutions

Due to the on call duties of this position, candidates must live within an hour of Ames once hired. Providing services across multiple counties requires that this position have a valid driver’s license, a good driving record according and ongoing access to a reliable and insured personal vehicle, or ability to acquire these within the first month of hire. As part of the hiring process we complete a background check. Not all results are disqualifying and we encourage candidates to discuss potential findings with hiring personnel.

Upon hire, all staff must successfully complete the 32-hour ACCESS victim advocacy training and continued training as needed/requested to maintain ICADV requirements and to meet the requirements of Chapter 915.20 of the Iowa Code.

**Preferred qualifications include:**

Knowledge of the dynamics of abuse and the impact abuse has on housing stability, as well as prior experience in a housing environment.