



## **Community Works Victim Advocate: Housing Specialist**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

**POSITION SUMMARY:** provide support and advocacy to victims of domestic violence, sexual assault, sex trafficking, and stalking by providing advocacy for sustainable housing.

### **QUALIFICATIONS (Education, Training and Experience):**

- Bachelor's Degree in Psychology, Women's Studies or related field preferred.
- Minimum one year working with people in crisis.
- Understanding of domestic violence, sexual assault, oppression, and related issues.
- Driving is a requirement for this position. You must have a good driving record and a valid driver's license. You must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse Check.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Understanding of domestic violence, sexual assault, oppression and related issues.
- Able to deal effectively with crisis situations.
- Ability to be culturally agile.
- Ability to establish and maintain frequent positive communication with team members and supervisor, as well as accept feedback.
- Ability to respect and value work styles that differ from our own.
- Conviction about the capacity for people to change and grow.
- Exercise patience, understanding and compassion in dealing with clients, co-workers, and community members.
- Knowledgeable about the legal, housing, and civil rights relevant to serving victims of domestic violence and sexual assault.
- Minimize interference of personal and work-related problems.
- Ability to set and maintain limits.
- Good organizational and time management skills.
- Good interpersonal skills and conflict resolution skills.
- Ability to function with minimal supervision, take initiative, and act creatively.
- Ability to collaborate with the Housing Authority of Jackson County and communities at large.



**ESSENTIAL FUNCTIONS:** (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job).

- Promote the Agency in a positive manner to other employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Serve as a liaison between the Housing Authority of Jackson County and Advocacy Services staff, and be available to each for on-going training and consultation.
- Provide peer support, information, referral, advocacy, and crisis intervention.
- Provide ongoing case management and life skills to clients.
- Support clients in obtaining transitional and sustainable housing through the Housing Authority of Jackson County and other housing providers.
- Provide accompaniment to clients at appointments that assist in their safety.
- Complete Community Works' Certified Advocacy training.
- Understand the Housing Authority of Jackson County system.
- Understand and communicate protective order processes.
- Position may require transportation of clients.
- Position may require group facilitation.
- Attend internal and external meetings as assigned.
- Collect statistics and assist with written progress reports.
- Provide on-call and hospital coverage for sexual assault victims up to one week each month.
- Other duties as assigned.

**Position Name:** Community Works Housing Advocate  
**Department:** Housing Services  
**Supervisor:** Program Manager  
**Revision Date:** June 12, 2020  
**FTE:** Full-Time  
**Position #:** 2020 541-EFB  
**Position Open:** Until Filled

**Send your cover letter and resume to be considered for this position.  
Please include the position name and position number  
in the subject line of your email and in your cover letter.  
For open positions, check our website at [www.community-works.org](http://www.community-works.org)**

**Community Works is an Equal Opportunity Employer**