



Title: Bi-lingual Housing Advocate

Reports To: Housing Advocacy Manager

Location: Newport and Bristol Counties

FTE: 40 Hours per week* Sunday-Wednesday 11am-7pm

Term: Employment at Will

Salary Range: \$38,000-\$42,000

Benefits: Health and dental insurance (employer pays 75% of individual), supplemental insurance, paid holiday, vacation, sick, and personal time, retirement plan with employer match, employee assistance program, employee wellness program, flexible schedule, hybrid work model

Organization Summary:

Founded in 1977, the Women's Resource Center (WRC) has a long history of providing a full range of compassionate, comprehensive direct services to survivors of domestic violence. Over the past fifteen years, the WRC has also been at the forefront of innovative prevention practice nationally. The WRC's purpose is to work with the community to end violence, combining survivor-centered service delivery with evidence-informed prevention strategies. We engage a myriad of governmental and state agencies, organizational partners, and diverse local residents of all ages, races, ethnicities, languages, abilities, and socio-economic backgrounds to ensure that survivors have the supports they need, while simultaneously working to create healthy, safe communities.

Mission

Leading domestic violence prevention through the empowerment of individuals and the community by providing advocacy, education and support services.

Values

Social justice

We believe that our community has the ability to achieve domestic peace.

Individual empowerment

We believe in the potential for individual change.

Community commitment

We believe in the power of working collaboratively with our community to compassionately and confidentially provide best practices in a safe and accessible environment.

Agency commitment

We believe in providing a diverse, respectful, and safe environment to work, learn and grow.

Working at the Women's Resource Center

The WRC is a great place to work! We are a diverse team of people passionate about ending domestic violence and providing high quality, trauma-informed services to our clients. This is hard work that wouldn't be possible without our amazing staff. We value our people and demonstrate our commitment by providing a competitive benefits package and a hybrid, flexible, family-friendly workplace. We invest in our employees' growth and well-being. We pride ourselves in developing leaders and supporting self-care every day. We share an innovative vision for the future of this organization and engage every team member in making that vision a reality.

**We are currently piloting a 4-day/32-hour work week with no reduction in pay or benefits. This schedule may be permanent depending on outcomes of the pilot. If we return to a 5 day/40-hour work week schedule will be Sunday-Thursday.*

POSITION SUMMARY:

The Housing Advocate will provide advocacy and support to the WRC's Housing Advocacy Program. These responsibilities include working with our clients in the following capacities: crisis intervention, mediating interpersonal issues that arise between clients, screening clients, and completing intakes and discharges as needed. The most important aspect of this position is to provide advocacy services in the form of a case management and appropriate referrals on a regular basis. The Housing Advocate also assists the Housing Advocacy Manager in managing the maintenance of the safe home and transitional housing units.

ROLE SPECIFIC DUTIES:

- Works cooperatively with others across the organization to achieve shared objectives.
- Assists in training community members and other agencies on domestic violence issues.
- Provides full case management to support residents in moving toward self-sufficiency and monitor residents progress with individual case plan.
- Identifies appropriate clients for transitional housing services.
- Assists clients in obtaining long-term housing support.
- Provides follow-up supportive programming for residents in the Housing Advocacy Program who have transitioned into the community.
- Stays up to date on changes in policies, procedures, community resources in our area, and any other information relevant to our work and clients.
- Understands and can utilize trauma informed care and the empowerment model.
- Ability to work effectively in a fast-paced and high-pressure work environment.

- Maintain client files, agency files, statistics, forms, and other record keeping as required.
- Complete documentation and enter it into the client records database in a timely manner.
- Must carry work phone to be available for crisis calls as necessary.
- Attend and actively participate in agency meetings as required, including department meetings, and regularly scheduled supervision.
- Identify and consult with Housing Advocacy Manager and the Housing Advocacy Team on any potentially high-risk client situations and/ or any areas of concern about services or the agency.
- Generate program reports and statistics.

GENERAL RESPONSIBILITIES:

- Adhere to agency policies and work rules, including strict adherence to WRC confidentiality policies and code of ethics
- Attend and actively participate in agency meetings as required, including department meetings, and regularly scheduled supervision meetings
- Maintain client files, agency files, statistics, forms, and other record keeping as required
- Maintain professional boundaries
- Attend training and continuing education activities as assigned
- Maintain current knowledge of changes in policies and procedures, new community resources, and other information
- Evaluate program outcomes
- Other duties as assigned

PHYSICAL DEMANDS:

- Bending, lifting and carrying up to 40 pounds (donations/commodities)
- Lifting from floor or from inside car, inside truck, or from trunk
- Lifting children (infant, toddler, preschool) into car seats when required
- Moving up and down stairs

ESSENTIAL SKILLS:

- Commitment to the mission, vision, and values of the organization
- Ability to work with diverse populations
- Ability to interact sensitively with traumatized populations and to handle crisis appropriately
- Knowledge of and sensitivity to domestic violence issues and trends and expressed commitment to the empowerment of women and children
- Knowledge of computer programs to include: Word, Excel, and PowerPoint
- Experience working with vendors and service providers and knowledge of local service resources preferred
- Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities
- Possess valid Rhode Island/MA driver's license; access to reliable means of transportation; proof of current liability insurance

*The **Women's Resource Center** is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee or applicant in employment of conditions or opportunities for employment on the basis of race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation.*