



**Title:** Transitional Housing Advocate

**Reports To:** Housing Advocacy Manager

**Location:** Newport and Bristol Counties

**FTE:** 40 Hours per week\*

**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 Monday-Friday.*

## **POSITION SUMMARY:**

The Women's Resource Center (WRC) provides safe transitional housing, advocacy, support, information, referral and follow-up services to victims of domestic violence, sexual assault, stalking and to persons at risk for domestic violence. We do this through comprehensive advocacy, support and prevention activities that empower victims, families, and those at risk for family violence to reach goal-oriented outcomes. Among these outcomes are securing adequate affordable housing with the assistance of the Transitional Housing Advocate and working on practical goals and supports to build self-sufficient lives for clients and their children.

## **ROLE SPECIFIC DUTIES:**

Under the guidelines of the Office on Violence Women grant and the supervision of the Housing Manager, the Transitional Housing (TH) Advocate will perform the following:

- Provide advocacy and support to the TH and shelter residents and develop a case plan to determine individual goals and barriers to success
- Assist residents with housing applications and follow through on the status of these applications
- Promote economic independence with residents
- Provide and inform residents of support services in the community
- Work closely with East Bay Community Development Corp with which WRC has an MOU
- Turn over transitional housing units, include cleaning, removing and adding furniture
- Assist with covering the emergency phone along with Housing Manager and Housing Advocate

#### **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 in TH program apartment facilities

#### **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.*