



## Housing Advocate & Emergency Shelter Specialist- South Job Description

**Position Classification:** 1 FTE, hourly, non-exempt

**Reports to:** Advocacy Director, St. Johnsbury

**Salary Range:** \$43,000 - \$50,000

*The Housing Advocate & Emergency Housing Specialist is responsible for providing a safe, supportive, caring environment to survivors of domestic and sexual violence, where options are outlined and the choices are made by the clients. The Advocate is charged with providing housing support to survivors of domestic and sexual violence including placement and ongoing support at Umbrella's Emergency Shelter spaces, through Umbrella's Transitional Housing and by helping to connect clients to long-term housing options. The Advocate will have a special focus on the Emergency Housing program and be the lead on ensuring the success of that program within the Advocacy team in St. Johnsbury. The Advocate will also provide legal advocacy, economic empowerment, and any other support needed and identified by Umbrella clients.*

### **Specific Duties:**

#### **1) Direct Service to survivors of domestic and sexual violence**

- a) Provide advocacy and support to all eligible service-users of the Advocacy Program, to include safety planning, systems advocacy, and service coordination designed around safety and self-determination.
  - (1) Provide individual advocacy to any client at Umbrella.
  - (2) Maintain confidential client files and records as required by funders.
  - (3) Provide hotline coverage as needed.
  
- b) Provide enhanced housing-related advocacy services to housing program participants, including:
  - (1) Work with participants to locate housing on the open market that meets their budgetary and safety needs.
  - (2) Orient new residents and participants to the guidelines governing Umbrella's Emergency and Transitional Housing Program.
  - (3) Transition residents out of Umbrella program housing compassionately, regardless of the reason for their departure, and offer follow-up services when appropriate.
  - (4) Assist program participants in obtaining supplies they need to establish their new residence, including furniture, household goods, utility connections, etc.
  - (5) Research, plan and implement on-site support services, including support groups, independent living skills workshops, and programming for children and youth drawing on collaborative relationships with other Umbrella staff and external community agencies/programs.
  - (6) Work with residents to develop and maintain a process/structure for conflict resolution and self-governance.

## 2) General

- a) Complete all required grant reports and data entry accurately and on time.
- b) Perform any appropriate activities as requested by the Advocacy Program Director.
- c) Attend and participate in community, program and staff meetings on a regular basis, and board or other organizational meetings as requested.
- d) Support and mentor volunteer advocates.

### Qualifications

- A strong and passion and commitment to supporting survivors of domestic and sexual violence.
- Minimum of 2 years' experience working in the field of domestic/sexual violence, housing, criminal justice, or closely related work.
- Commitment to Umbrella's mission and values.
- An interest and commitment to working from an intersectional feminist perspective.
- Excellent communication and organizational skills.
- Ability to work within an interdependent, yet self-directed team. Comfortable making decisions and solving problems independently, creatively and effectively.
- A strong sense of appropriate boundaries and reliability.
- Integrity, compassion, sense of humor and fun, attention to detail, and self-awareness.
- Bachelor's Degree or equivalent experience required.

### About Umbrella

Umbrella's mission is to cultivate a Northeast Kingdom where all people thrive free from abuse and oppression.

Umbrella provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

**To apply:** Please send resume and cover letter to [Lisa@umbrellanek.org](mailto:Lisa@umbrellanek.org) by 8/1/22. No phone calls please.