



Housing Advocate - Newport Job Description

Position Classification: 1 FTE, non-exempt

Reports to: Newport Site Director

Pay Range: \$41,600 - \$50,000

The Housing Advocate 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 Housing Advocate is charged with oversight of housing and support services to residents in Umbrella's Emergency Apartment and Transitional Housing Program, as well as providing support related to legal matters, economic empowerment, and any other support needed and identified by Umbrella clients. The Housing Advocate will be part of a dynamic team of advocates working to support survivors in Orleans and N. Essex Counties.

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 Housing Program participants.
 - (2) Orient new residents and participants to the guidelines governing Umbrella's Emergency and Transitional Housing Program.
 - (3) Maintain confidential client files and records as required by funders.
 - (4) 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) Attend appeals hearings for public housing application denials.
 - (3) Assist program participants in obtaining supplies they need to establish their new residence, including furniture, household goods, utility connections, etc.
 - (4) Transition residents out of Umbrella program housing compassionately, regardless of the reason for their departure, and offer follow-up services when appropriate.
 - (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) Oversight

Manage all aspects of the emergency and transitional housing program, including (but not limited to):

- a) Develop policies in conjunction with Advocacy Program staff and ED to govern program activities, prioritizing safety, confidentiality and empowerment philosophy.
- b) Orient new residents to Umbrella's Emergency Shelter and guidelines governing the Transitional Housing Program.
- c) Ensure the program operates within all legal and funder requirements.
- d) Interface with the landlord, property manager, hotel staff, neighbors, etc. as needed to resolve any issues that may arise.
- e) Manage inventories of household supplies, and assist in locating donors for these items.
- f) Represent Umbrella's Emergency and Transitional Housing program in local, regional, and statewide coalitions, networks and interdisciplinary teams working on homelessness or other relevant issues.

3) General

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

Qualifications

- 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 roxie@umbrellanek.org . No phone calls please.