



Housing Advocate Advocate - South

Job Description

Position Classification: 1 FTE, hourly, non-exempt

Reports to: Advocacy Director, St. Johnsbury

Salary Range: \$21-24/hr

Location: St. Johnsbury, VT

The Housing Advocate works as part of a close team of Advocates and 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 Housing Advocate will ensure the shelter space is organized and optimally equipped to host 7 households. The Advocate will also provide legal advocacy, economic empowerment, and any other support needed and identified by Umbrella clients.

Specific Duties:

Direct Survivor Support Housing:

- Meet weekly with all shelter guests to develop, review, and support progress on individualized housing plans.
- Conduct check-ins with survivors placed in motels to assess safety, stability, and support needs.
- Enter all eligible survivors into Coordinated Entry within three days of their first advocacy contact.
- Provide trauma-informed, survivor-centered support in alignment with Umbrella's mission and harm reduction model.

Shelter Operations & Logistics:

- Ensure shelter spaces are consistently stocked with laundry detergent, toilet paper linens, cleaning supplies, harm reduction supplies and other necessary items.
- Oversee the cleanliness of the shelter, including common areas, supply rooms, and shared facilities, coordinating or assisting with tasks as needed, and model cleanliness expectations for residents.
- Let the Shelter Coordinator know the needs of the shelter, including supply shortages, maintenance issues, or resident concerns.
- Participate in weekly shelter staff meetings and assist in maintaining a welcoming, safe, and respectful environment for all residents.

Hotline and Crisis Response:

- Answer calls to Umbrella's 24-hour hotline, providing crisis intervention, safety planning, and resource referral.
- Support individuals on a walk-in basis who are accessing Umbrella services, providing crisis intervention, information, and referrals as needed.
- Support individuals in accessing emergency shelter and other immediate services.

Data Management & Documentation:

- Complete data collection sheets and enter service documentation for each survivor contact in a timely and accurate manner.
- Maintain confidentiality and uphold ethical standards in all recordkeeping and client communications.
- Keep shelter donations organized and accessible.
- File paperwork and maintain organized documentation in the office.
- Keep all shelter documentation and resource materials up to date.

Qualifications:

- A strong and demonstrable knowledge of the root causes of gender based violence.
- Minimum of 2 years' experience working in the field of domestic/sexual violence, social work, community organizing, or closely related work.

Key Competencies:

- **Initiative:** Proven ability to independently lead projects, trouble-shooting as needed in order to meet project goals and objectives.
- **Emotional Intelligence:** The ability to manage both your own emotions and understand the emotions of people around you.
- **Passion:** Deep understanding and commitment to Umbrella's mission and values and willingness to learn and grow.
- **Communication:** Strong and demonstrated written and oral communication skills. Confident speaking and presenting material in large settings as well as one-on-one and with a variety of groups.
- **Flexibility and Innovative thinking:** Ability to improvise when needed and adjust plans to meet emerging reality with confidence and grace.
- **Deep Collaboration:** Drawing on the strengths of colleagues and fellow team members and giving credit to the contributions of others as well as placing team needs and priorities above personal needs.
- **Understanding of Boundaries:** Appreciating the role that healthy boundaries play in effective advocacy and self-care.

About Umbrella:

Umbrella's core values include:

Integrity

We act courageously in accordance with our values, honoring the inherent wholeness of ourselves and all community members.

Healing

We believe that everyone is capable of healing through authentic connection.

Transformation

We intentionally work toward the transformation of systems and societal norms in order to realize social justice for all.

Umbrella's vision is to be an organization whose transformative work is realized through prepared and supported staff, trauma-informed and healing-focused practices, collaborative community leadership

addressing the needs of the most marginalized people in our region, and innovative programming enabled through internal financial strength.

Employment at Umbrella:

Umbrella offers a competitive benefit package including health insurance (for employee), dental insurance, as well as a generous earned time program. We value our employee's wellness and so we offer 90 minutes of paid wellness time per week as well as a \$250 stipend/year for wellness activity expenses.

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 a resume and cover letter to Kristen@umbrellanek.org by 10/16/25. No phone calls please.