



Housing First Advocate

Job Description

Purpose:

Assisting survivors in finding, and/or maintaining safe, secure, and affordable housing, budgeting, and offer direct services. Housing First Advocate will work to maintain community engagement with property managers and work with team of staff and volunteers to provide direct services to survivors of domestic and sexual violence, stalking, and human trafficking.

Major Responsibilities:

Housing First:

- Screen survivors for the Housing First program and/or refer to other applicable agencies.
- Provide crisis intervention and support services to housing first program and families.
- Assist clients in filling out housing applications such as Keene Housing, Cheshire Housing Trust, etc.
- Maintain relationships with property managers through phone calls, personal meetings (if applicable), etc.
- Complete required documentation for state level funding.
- Assist survivors with monthly budget, credit improvement, etc.
- Attend monthly with the New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV) and other Housing Advocates in the state.

Rapid Re-Housing (RRHP):

- Follow HUD specific processes of apartment inspection and required documentation to assist survivors in finding affordable housing.
- Provide case management to survivors for up to two years while enrolled in the RRHP.
- Report all required documentation to the NHCADSV/HUD monthly.
- Provide advocacy and support to survivors while searching for housing.

Other Direct Service:

- Provide direct services to survivors of domestic and sexual violence, stalking and human trafficking including systems advocacy.
- Complete survivor contact logs in accordance with the NHCADSV Program Standards and agency protocol.
- Provide advocacy on 24-hour crisis line beyond regular office hours as scheduled.
- Maintain an active referral network with professionals, businesses, and social service agencies to assist survivors.

Other:

- Work with the staff, volunteers, per diems, and Board of Directors to establish directions and priorities of MCVP.
- Participate in special projects and assignments required for the effective operation of the organization, which may include participation in special projects at the Coalition level.
- Complete education and outreach logs in accordance with the NHCADSV Program Standards and agency protocol.

Qualifications:

Education:

- Minimum of a bachelor's degree and equivalent experience in a related field.
- 35 hours of training in accordance with NH RSA 173C.

Skills:

- Strong written and verbal communication skills
- Highly organized
- Strong attention to detail
- Crisis intervention and advocacy skills

Knowledge:

- Understanding of issues related to domestic and sexual violence, stalking, and human trafficking
- Knowledge of local community resources
- Adequate computer facility, including Microsoft Word and Outlook

- Understanding of HUD and HMIS system preferred, but not required
- Knowledge around trauma informed care

Other:

- Reliable transportation
- Valid driver's license
- Insurance coverage (vehicle)
- Criminal Background and DMV check