



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## **Job Announcement**

### **COMMUNITY ADVOCACY PROGRAM HOUSING ADVOCATE**

Join a diverse and vibrant community of activists working to end gender-based violence by becoming a Housing Advocate at New Beginnings. BIPOC, members of the LGBTQ community, Survivors and those with bilingual skills are strongly encouraged to apply.

In New Beginnings' Community Advocacy Program (CAP), we offer a variety of supportive services to individuals and families who have experienced domestic violence. We take pride in offering services that focus on healing and empowerment, recognizing how trauma and its aftermath can affect each individual differently.

New Beginnings is committed to creating a diverse, welcoming and positive workplace. Don't have experience in the human services field? In your cover letter, tell us about your passion for our mission and any work, volunteer or life experience you have that is relevant.

**New Beginnings values your lived experience. To apply, please email a cover letter detailing your abilities relative to this position along with your resume to [info@newbegin.org](mailto:info@newbegin.org)**

**Open until filled. Additional agency information available at [www.newbegin.org](http://www.newbegin.org)**

- RESPONSIBILITIES:** Collaborates with CAP Survivor Advocates to place domestic violence survivors in stable, safe housing. Actively assists participants with the practical details of finding and securing housing and distributes rental assistance for rapid re-housing enrollees. Develops and maintains extensive housing program and landlord networks, advocating with them on behalf of participants.
- REPORTS TO:** CAP Director with support from the CAP Assistant Director
- HOURS:** 40 hours per week; Monday-Friday business hours. Occasional evening and weekend hours as appropriate to meet participant needs.
- COMPENSATION:** \$23.90/hour; medical, dental & vision benefits; monthly paid trainings; training allowance; paid leave; life insurance; retirement contribution. This is a non-exempt position.

#### **RESPONSIBILITIES:**

##### **Housing Locator and Rental Assistance Services**

- Initiates and maintains positive relationships with a wide array of community housing programs, developing strong partnerships to meet the housing needs to survivors.
- Initiates and maintains positive relationships with a network of landlords, educating them about domestic violence, advocating with them on behalf of participants, negotiating leases, providing rental incentives, and assisting with resolving tenant problems as appropriate.
- Creates and maintains an extensive, multi-county database of landlords, low income and affordable housing programs and other relevant community resources.
- Collaborates closely with CAP Survivor Advocates to identify and resolve participants' housing and rental assistance needs, barriers to housing access and eligibility for housing programs.
- Meets with survivors, assisting them with housing applications, accompanying them on housing searches, and facilitating successful placement in stable housing.
- Conducts Housing Quality Standard Inspections per contract guidelines and advises and advocates for participants with regard to quality standards.

- Manages and distributes rental assistance funds to support housing stability for rapid re-housing enrollees.
- Conducts periodic participant income assessments and maintains participant rental records in accordance with HUD requirements.
- Serves as a resource for CAP colleagues and participants on housing options, tenant rights and responsibilities, fair housing laws, and other pertinent information
- Coordinates interpreters or ASL services for non-English speaking or Deaf/Hard of Hearing participants.
- Ensures that services provided, and community networking efforts reflect and contribute to agency efforts to promote equity and social justice.

### **General Community Networking**

- Maintains positive working relationships with other domestic violence and human service agencies in the community.
- Builds relationships with businesses or other community resources to secure assistance or services for participants and promote New Beginnings' services.
- Attends community meetings and multi-disciplinary team meetings as assigned by the Program Director.

### **Data Integrity**

- Enters consistently complete, accurate and appropriate participant and service data into the agency database.
- Responds to meet data needs identified by the Program Director or data staff.

### **Resource Development**

- Provides information and stories as needed by the development team to build donor support and pursue funding opportunities.

### **Teamwork and Professional Development**

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high-quality services to survivors.
- Participates in all staff meetings, Home Safe Program team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

### **QUALITIES WE ARE SEEKING:**

- Commitment to the mission of New Beginnings and to the needs to domestic violence survivors.
- Willingness to learn about and promote equity and social justice within and outside of New Beginnings.
- Experience in property management, housing management and/or real estate, or relevant housing locator experience in a human service setting is highly desirable.
- Current knowledge, or willingness to learn about the dynamics of domestic violence and the impact of trauma on survivors and their children.
- Ability to network with a variety of community human service providers and business professionals.
- Ability to work with diverse survivors in a welcoming, supportive, culturally competent manner.
- Knowledge of public benefits, and a wide range of community resources a plus.
- Experience with HUD-approved housing inspections a plus.
- Ability to exercise flexibility and creativity in helping survivors overcome a variety of barriers to housing stability.
- Ability to take initiative and maintain accountability to colleagues while providing services in a variety of settings.
- Demonstrated ability to handle crises and juggle multiple responsibilities in a fast-paced environment.
- Ability to maintain participant confidentiality.
- Strong attention to detail and follow-through.
- Ability to represent New Beginnings in a professional manner to community partners and the broader public.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary trauma.
- Proficient with Microsoft Office applications.
- Fluency in Spanish, African, Russian or Asian languages a plus.
- Possession of a valid Washington State driver's license and access to reliable personal car.