



Title: Housing Advocate

Reports To: AfterCare Manager

Opportunity Overview:

The Women's Safe House (TWSH) is the oldest and largest provider of emergency services to women and children experiencing domestic violence. We also work with women and families experiencing sexual assault, stalking and human trafficking. The Women's Safe House is a 24-hour facility. We are an active member of the State of Missouri and National Coalitions Against Domestic and Sexual Violence.

TWSH AfterCare program was established in 2007 to address the economic and housing situations of post-shelter residents through the provision of case management, advocacy and financial support. The AfterCare Program process begins while a participant still resides in the shelter, typically within the first two weeks of entry, and focuses on financial independence and assisting participants with finding permanent housing solutions.

The newly developed Housing Advocate position will primarily focus on identifying housing assistance to families impacted by domestic violence as they transition and/or maintain independent housing in the community. The Housing Advocate will actively work to develop and maintain relationships with landlords/housing partners in the community to find transitional living space and help educate landlords/housing partners about the importance of working with victims of domestic and sexual violence in order to remove some of the housing barriers this population faces. The Housing Advocate will work actively and directly with participants and landlords through coordinating move-in activities, procuring move-in documents, serving as a liaison for apartment maintenance, and coordination of rental and other support payments. During this transition period, the Housing Advocate may provide ongoing trauma-informed advocacy to our program participants.

Description of Duties:

- Help participants establish housing and counsel participants on how to move towards self-sufficiency; work with participants to identify their desired housing type, location and applicable amenities; provide thorough explanation to participants to ensure they understand the involvement and expectations; provide ongoing monitoring of participants progress towards stated plans and goals.
- Engage with community leaders, landlords and housing developers to explain how the program benefits the community and educate them on how to work with this at-risk population; partner with managers and owners to create tenancy inventory of safe and accessible housing

opportunities in engaged neighborhoods with quality educational options for those with children; maintain a positive relationship with managers and owners of the housing programs.

- Visit potential and contracted housing sites to assess the accommodations offered.
- Collaborate with other staff and agencies to provide excellent care for our participants. Regularly work alongside Residential Case Management staff in accordance to TWSH's Provision of Services Flow Chart in order to provide a full range of services to our participants.
- Partner with Safe@Home to ensure subsidies are being administered correctly.
- Ongoing collaboration with Employment Connections to break down barriers to self-sufficiency.
- Record, compile and enter data within appropriate systems.
- Partner with participants and landlords in matters related to consistency in rental payments, housing maintenance and similar housing stabilization factors.
- Coordinate transportation services as needed.
- As needed, answer the Crisis Intervention Hotline during lunch, meetings, etc.
- Perform other duties related to supporting participants and their dependent children in a trauma-informed manner as assigned.

Desired Qualification and Skills:

- Bachelor's Degree in Social Services or a relatable field. Extensive equivalent experience may be substituted.
- Experience working with domestic violence centers and/or at-risk populations.
- Preferred experience with Rapid Re-housing programs and/or transitional housing programs.
- Experience offering case management to at-risk populations, offering a trauma-informed approach is preferred.
- Must adhere to TWSH policies, procedures, and standards including, but not limited to, confidentiality assisting victims of crime and similar practices.
- An ongoing commitment to providing trauma-informed services to program participants and others.
- High level of empathy, flexibility and comfort providing support and advocacy to people experiencing domestic violence.
- Scheduling flexibility; must be available to work at minimum 2 evenings per week and potentially some Saturday's per client's needs.
- Since this role requires travel to housing sites, a clean driving record, valid driver's license, automobile insurance and the ability to use your personal vehicle is required. Mileage reimbursement is offered.

Working and Physical Conditions:

- Advocates work with women and children residing in a domestic violence shelter (confidential location).
- Ability to adhere to safety policies, procedures and practices including, but not limited to wearing rubber sole shoes when lifting and carrying items.
- Able to lift up to 25 pounds.

- Must wear rubber sole shoes when lifting and carrying items.

The Women's Safe House is an equal opportunity employer.

For consideration, please submit your resume and cover letter to amiddleton@twsh.org.