

Housing Advocate: Temporary

The Housing Advocate is a full-time, temporary position. The position will be available through June 2023 with the possibility for extension based on grant funds. The Housing Advocate will champion case management and assisting clients within our homelessness prevention and rapid rehousing financial assistance programs. Responsibility of this position includes providing direct service and advocacy to the clients experiencing homelessness or on the verge of becoming homeless.

This position is not a part of the on call system. The Housing Advocate reports to the Housing Program Supervisor and is based in Story County, though services may take place in Greene, Boone, Marshall, and Tama Counties.

100% of this position is considered direct service in the capacity of serving primary or secondary victims and/or preparing the community to respond effectively to the needs of victims.

Client-Centered Advocacy

Advocate for domestic violence, sexual assault and violent crime clients participating in the housing assistance and shelter programs of ACCESS.
Assess client needs and work with clients on goals and objectives.
Administer intake, screening, and financial assistance paperwork.
Schedule and conduct individual counseling and case management sessions to aid clients in meeting their housing goals.
Answer and respond to the housing crisis line including fielding homelessness prevention and rapid rehousing program referrals.
Conduct lead paint inspections, habitability checks, and income verification to enable clients to utilize homelessness prevention and rapid rehousing program financial assistance.

Program, Administrative, & Educational Responsibilities

Maintain a professional and positive attitude in all interactions while representing ACCESS.
Share administrative and office support duties with other housing program staff members, including data collection and data entry.
Assist with housing program licensure, contract and certification obligations.
Maintain open ongoing communication with staff and volunteers regarding the needs of the homelessness prevention and rapid rehousing program.
Other duties as assigned.

Expectations of Continued Learning

Attend relevant conferences and trainings, including those required to attain and maintain certification.
Remain current on housing research, funding expectations, and resources available to clients.
Remain informed on legislative issues. Keep current on changes in the Iowa Code.
Gather statistics and reflect on information as needed for grant proposals.

Qualifications

The ideal candidate will have a proven ability to navigate evolving social climates while providing client centered care. They will be committed to completing tasks in a fast-paced environment and able to support diverse clientele while maintaining an understanding of available resources. ACCESS staff should be empathetic, inclusive and non-judgmental. Service provision should focus on the self-

determination and empowerment of the victim/survivor. This position provides an opportunity to engage with community members, victim service agencies, coalitions, as well as state and local systems. We are seeking candidates who excel in:

- Client centered care
- Relationship-building with diverse populations
- Managing multiple projects
- Thinking outside the box and finding creative solutions

Providing services across multiple counties requires that this position have a valid driver's license, a good driving record according and ongoing access to a reliable and insured personal vehicle, or ability to acquire these within the first month of hire. As part of the hiring process we complete a background check. Not all results are disqualifying and we encourage candidates to discuss potential findings with hiring personnel.

Upon hire, all staff must successfully complete the 32-hour ACCESS victim advocacy training and continued training as needed/requested to maintain ICADV requirements and to meet the requirements of Chapter 915.20 of the Iowa Code.

Preferred qualifications include:

Knowledge of the dynamics of abuse and the impact abuse has on housing stability, as well as prior experience in a housing environment.