

The Montgomery Area Family Violence Program, Inc.  
dba Family Sunshine Center

**Position Title:** Housing Stability Advocate

**Reports To:** Director of Residential Programs

**Status:** Full-Time, Exempt

**Work Site:** Family Sunshine Center Shelter

**Summary:** The Housing Stability Advocate provides victim-centered, trauma informed support to clients interested in understanding and preparing for FSC's Rapid-Rehousing program and other housing options. This position assists clients in eliminating high barriers to accessing and maintaining permanent housing, through collaboration with residential staff and community support networks, to contribute to positive outcomes in permanent housing.

**Duties and Responsibilities:**

1. Empower victims in Phase I and Phase II Transitional Housing Programs to address challenges to permanent housing through education and action.
2. Provide initial intake interviews and assessments to evaluate clients' physical and emotional needs for Transitional Housing and Rapid-Rehousing program.
3. Assist clients in developing a viable case plan of client centered goals and implementing these goals, such as, obtaining self-sufficient permanent housing, finding employment, counseling, etc., while employing empathetic listening, focused on increasing client's self-awareness to reduce dependency, and improve self-esteem.
4. Provide remedial education, training in specific job skills, and referral to vocational rehabilitation services as appropriate for those clients seeking employment and provide job counseling and support to assist employed clients in addressing challenges to maintaining employment.
5. Provide workshops regarding job readiness, resume writing, interviewing skills, budgeting, tenant/credit scores/counseling, life skills instruction, and other group activities in an engaging manner to increase client participation.
6. Develop partnerships with community employers to increase employment opportunities for clients.
7. Develop a community support network for clients and engage with partnering service agencies to contribute to positive client outcomes.
8. Provide appropriate referrals to outside agencies and service providers as necessary. For example: substance abuse/treatment education, mental health referrals, referrals for veterans.
9. Assist with client transportation.

10. Collaborate with others on the residential team to ensure appropriate and effective client assistance.
11. Attend supervisory meetings with the Director of Residential Programs on a regular basis and provide input at weekly case reviews.
12. Maintain residents' case files, coordinate phone usage, and advocate with social service agencies, law enforcement, etc., on behalf of the victims.
13. Submit complete and accurate client data, statistical reports, and evaluations, on a timely basis, and comply with other reporting requirements as required by agency policies and procedures.
14. Provide public awareness education and training in the community.
15. Perform other duties as required.

### **Qualifications:**

- B.S. Degree in Human Services or a related field
- 3 years' experience in social services

### **Knowledge, Skills and Abilities**

- Ability to maintain poise and self-control in critical and high intensity crisis situations;
- Ability to communicate with and be sensitive to the needs of people of various backgrounds;
- Knowledge of trauma-informed best practices;
- Motivational interviewing skills;
- Ability to determine and prioritize appropriate victim services;
- Knowledge of housing programs and strategies;
- Knowledge or understanding of tenant's rights and responsibilities and basic understanding of contracts;
- Knowledge of current social and economic problems and the way these problems affect families and individuals;
- Ability to identify and use community resources;
- Ability to focus and prioritize multiple projects simultaneously and meet deadlines;
- Ability to develop and maintain effective working relationships with other agencies and effective in managing referrals;
- Exhibits strong verbal and written communication skills;
- Strong computer skills in current Microsoft applications to include Outlook, Word, Excel, PPT, and Publisher.

### **Travel Requirements:**

Ability to travel to local meetings and trainings as needed as well as provide transportation for clients; Valid Alabama driver's license and automobile insurance required.

I have received, reviewed and fully understand the job description for the Housing Stability Advocate position. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

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Employee Signature