First Step: A Response to Domestic Violence, Inc.

Harrisonburg, VA

**Housing Advocate:**

First Step is seeking a highly motivated individual who can provide crisis, case management, and housing services to survivors of intimate partner violence. This position reports to the Director of Client Services.

**About our organization:**

First Step: A Response to Domestic Violence, Inc. is a 501(c)3 non-profit organization that has served the City of Harrisonburg and County of Rockingham for over 40 years. We provide crisis, advocacy, rapid rehousing, and shelter services to survivors of intimate partner and relationship violence and their children. First Step welcomes and respects all survivors, regardless of race, ethnicity, color, age, gender, disability, national origin, religion, language(s) spoken, language proficiency, citizenship status, socioeconomic status, sexual orientation, or gender identity or expression. We are committed to providing free and confidential services to survivors of intimate partner or relationship violence who have experienced economic, physical, sexual, psychological, emotional, and/or verbal abuse.

**Our mission:**

· Empowering survivors to break the cycle of violence and abuse in their lives.

**Our vision:**

· The vision of First Step: A Response to Domestic Violence is a community free of abuse.

**Responsibilities:**

First Step’s Housing Advocate will assist survivors of intimate partner violence in locating, accessing, and maintaining permanent housing. The Housing Advocate will also provide crisis intervention services to survivors of intimate partner violence and their children. Key areas of responsibilities include, but are not limited to:

*Housing Advocacy*

* Provide housing assessment, housing case management, and housing search and location services
* Landlord outreach
* Manage Rapid Re-Housing program and services
* Maintain and update VAdata HMIS database
* Maintain and update housing case files
* Assist shelter guests in moving into permanent housing (includes finding resources for furniture and household items and helping clients with their move into the new home)
* Provide follow-up and housing stabilization services
* Collaborate with other service providers that serve individuals experiencing homelessness, non-profits, and government agencies
* Attend community meetings and events as needed, including Continuum of Care meetings and trainings.
* Complete Housing Counselor Certification and other housing focused trainings and workshops
* Assist Director of Client Services and Executive Director with grant and other reports

*Crisis Services*

* Answer hotline
* Provide safety planning services, intake, information and referral, accompaniment, and advocacy services to survivors of intimate partner violence and their children
* On-call services
* Complete case notes, forms and data entry
* Attend regular staff meetings and training opportunities
* Complete all other assigned activities

**Hours:**

* Full-time salaried position
* Evening hours and some weekend hours required

**Salary and Benefits:**

* $35,000
* Health Insurance after 30 days of employment, 50% of employee premium paid
* SIMPLE IRA Plan with up to 3% match
* Optima Employee Assistance Program

**Reports to:**

· Director of Client Services

**Qualifications:**

* Bachelor’s Degree preferred.
* 3  to 5 years of related experience
* Knowledge, skills and ability to work with survivors of intimate partner of violence and individuals experiencing homelessness
* Understanding of Housing First service model and Fair Housing law
* Computer literacy and proficiency in Microsoft Office and/or similar business software suites

**Skills:**

* Excellent written, verbal, and interpersonal skills
* Motivational interviewing skills
* Bilingual/multilingual fluency preferred (e.g., ability to read, write, and speak)
* Time management and flexibility with job duties
* Organized and a self-starter
* Works well in a team setting, as well as independently

**Apply by:**

* Please apply by August 11, 2022

First Step: A Response to Domestic Violence, Inc. is an Equal Opportunity Employer.

We welcome applications for candidates from diverse backgrounds. Although it is not a requirement for this role, candidates who are bilingual/multilingual are encouraged to apply.

**To Apply:**

* Please submit a cover letter, resume, and three professional references in one document to mirandahulse@firststepva.com

(please no phone calls)