

## Position: Fulton Supportive Housing Advocate (Part-time)

## Supervisor: VP of Shelter Services and Supportive Housing

### Position Description:

The Fulton Supportive Housing Advocate position is a part-time position that provides in-home case management and social services to men, women and children who are chronically homeless and reside within our permanent housing project. The advocate works from a trauma-informed care approach and provides program participants with assistance in developing their strategic success plan.

### Core Values of PADV

Our work is grounded in our values, which embody the hope that we have for breaking the cycle of intimate partner violence in our society. We live these values in our daily work and foster these values in the community partnerships that are essential to the success of those we serve.

- *Safety*
  - We ensure the protection and confidentiality of clients, staff, and volunteers.
- *Respect*
  - We are accountable, engage in clear communication, collaborate, and embrace differences in our work and in our interactions.
- *Equality*
  - We offer each client the opportunity to reach their defined goals by receiving individualized, person-centered services.

### Roles and Responsibilities:

1. Manage a caseload of up to 15 chronically homeless families.
2. Insure all client files adhere to HUD documentation requirements in regards to the chronically homeless population
3. Research and identify potential apartment complexes or property owners who are willing to partner with PADV in housing the chronically homeless.
4. Monitor client's progress toward housing goals and client compliance with program guidelines.
5. Provide home visits and an additional phone check-in monthly, monitor goals, assist clients with community needs including employment, education, housing, and basic needs.
6. Complete all required data entry and client record documentation. Ensure all required data entry and client documentation is up to date, accurate and contains all required information.
7. Assist with preparation for funding site visits.
8. Provide needs assessments and safety planning.
9. Establish relationships and collaborate with community agencies that provides clients with needed services.
10. Attend community meetings and trainings relevant to supportive housing, homelessness, substance abuse, mental health and domestic violence.
11. Maintain knowledge of current policies, laws, and developments in the field of domestic violence and/or family violence, supportive housing, and homelessness.
12. Foster and maintain excellent, professional working relationships with clients, staff, board members and volunteers
13. Complete required annual staff training hours.
14. Provide back-up assistance to other PADV housing projects

15. Performs other duties as assigned.

**Minimum Qualifications:**

- Bachelor’s degree required (degree in social work or counseling preferred)
- Experience working with HUD funded or permanent housing projects
- Familiarity with serving the domestic violence, substance abuse and mental health population
- Experience working with chronically homeless clients.
- Ability to communicate on an advanced level, both orally and written.
- Excellent data entry and organization skills.
- Familiarity with community resources.
- Experience in interagency networking and collaboration.
- Ability to work well independently and as a team
- Able to work flexible hours including some evenings and weekends
- Valid state issued driver’s license and clean driving record.
- Ability to show compassion, empathy and respond appropriately with assigned caseload

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Employee

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Date

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VP of Shelter Services & Supportive Housing

\_\_\_\_\_  
Date

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President & CEO

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Date