



POSITION ANNOUNCEMENT

Bilingual Housing Advocate

Bradley Angle is a dynamic social service organization offering safe shelter and supportive services to survivors of domestic violence and their children since 1975. We offer an array of holistic programs and services focused on economic empowerment, housing assistance, LGBTQ programming, Healing Roots (a culturally-specific program for African American survivors), group support, emergency shelter and youth and family supports. At Bradley Angle, we aim to have our staff reflect the populations we serve and encourage applicants from those communities to apply. We are accepting applications for the *Housing Advocate* position, based out of the Bradley Angle Resource Center.

STATUS:	Full-time, 1.0 FTE
SALARY:	\$17-18 hour; medical & dental insurance; retirement
HOURS:	40 hours per week, variable schedule
SUPERVISOR:	Housing Coordinator
OBJECTIVE:	To provide housing-specific advocacy to participants receiving rent assistance through the Housing Assistance Program.

DUTIES/RESPONSIBILITIES:

1. Provide housing advocacy to participants in the Housing Assistance Program, managing a case load of 13-17 families.
2. Provide support services for participants working on overcoming their housing barriers and link participants with appropriate housing options, information, referrals, co-advocacy, emotional support and safety planning.
3. Connect participants to resources that supports their goals for economic stability, including employment support and financial empowerment. Connect participants to resources that support their goals for economic stability, including employment support and financial empowerment.
4. Learn eligibility criteria of rental assistance streams and work with the Housing Coordinator to utilize appropriate internal housing and participant assistance resources that support housing stability and self-sufficiency.
5. Ensure documentation standards are adhered to, review files with Housing Coordinator on a quarterly basis and complete housing follow ups as required.
6. Complete data entry in ServicePoint for all rental assistance and related client assistance expenses and review ServicePoint data completeness reports monthly.
7. Maintain data collection and reporting requirements.
8. Co-facilitate Rent Well-16-hour tenants rights class 2-3 times/year.
9. Attend monthly supervision with Housing Coordinator.
10. Attend required Bradley Angle meetings and external community meetings with partners and housing work groups.
11. Work with participants, co-workers, supervisor, community partners, and all other relevant stakeholders in a manner that is consistent with, and promotes, Bradley Angle Ethical

Commitments and Bradley Angle Organizational Values.

12. Maintain regular communication with all Bradley Angle Advocates and other service providers to ensure seamless service delivery for participants and their children.
13. Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.

QUALIFICATIONS:

All employees are expected to demonstrate:

1. Ability to relate to individuals from diverse backgrounds.
2. Reading and writing skills which include the ability to access and utilize a variety of resource materials in a timely manner and an ability to maintain accurate records.
3. Respectful listening and verbal communication skills.
4. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence and its effects on society.
5. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
6. Understanding the linkages between domestic and sexual violence and other forms of oppression.
7. Ability and willingness to work as part of a team.
8. Working knowledge of computers.

Additional qualifications for Housing Advocate:

1. One year of direct service experience working in a program with special needs populations (low-income, alcohol and drug affected, domestic violence, etc.) required.
2. One year of experience working with survivors of domestic violence preferred.
3. Bilingual in Spanish preferred but will consider other languages as well.
4. Comfort in providing home visits.
5. Familiarity with Fair Housing laws.
6. Demonstrated knowledge of Portland area resources—housing, food, health care, etc.
7. Effective crisis intervention and conflict resolution skills.
8. Ability to organize and prioritize multiple tasks.
9. Ability to work independently, and as part of a team.
10. Valid driver's license and reliable motorized vehicle required.

APPLICATION PROCESS

Please review the qualifications we are looking for and take the time to look at our website to become familiar with our mission and programs. We want to read cover letters and resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this position announcement.

Send your resume and cover letter to jobs@bradleyangle.org. Include ***Housing Advocate*** in the subject line. Applications will be reviewed on a rolling basis but would like to hire ASAP. We will contact qualified candidates as applications are submitted to schedule the first round of interviews.