



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. We are accepting applications for the Healing Roots Housing Advocate, based out of the Bradley Angle Resource Center.

STATUS: Full-time, 1.0 FTE

SALARY: Starting \$18.01 /hour; medical & dental insurance; retirement

HOURS: 40 hours per week, variable

SUPERVISOR: Housing Program Coordinator

OBJECTIVE: To provide housing-specific advocacy to participants receiving housing services through the Housing Assistance Program.

1. 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, Bradley Angle Organizational Values, and trauma informed care.
2. Provide housing advocacy to participants receiving housing assistance, managing a caseload of 13 – 17 households.
3. Provide support services for participants working on overcoming their housing barriers and connect participants with appropriate information, referrals, co-advocacy, emotional support and safety planning.
4. Complete Safety and Stabilization Assessments with participants as needed.
5. Provide short-term crisis intervention and long-term culturally-responsive advocacy to assist participants in the identification and achievement of participant-directed and participant-driven goals.
6. Connect participants to resources that supports their goals for economic stability, including employment support and financial empowerment.
7. Build and maintain housing partnerships with landlords, property management companies, and housing programs in the community that will enhance and strengthen housing resources available to survivors.
8. Ensure documentation standards are adhered to, review files with Housing Coordinator on a quarterly basis and complete housing follow ups as required.
9. Maintain data collection, case notes and reporting requirements.
10. Complete weekly data entry in ServicePoint for all related client advocacy hours and review ServicePoint data completeness reports monthly.

11. Attend required Bradley Angle meetings and external community meetings with partners and housing work groups.
12. Provide training, consultation, and technical assistance to CDC staff and other partners.
13. Co-facilitate Rent Well, a 16-hour tenants' rights class 2-3 times/year.
14. Complete on-going job-related trainings to build competency in housing related issues.
15. Maintain regular communication with all Bradley Angle Advocates and other service providers to ensure seamless service delivery for participants and their children.
16. Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.
17. Other duties as assigned by supervisor.

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:

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. Demonstrated knowledge of Portland area resources—housing, food, health care, etc.
4. Effective crisis intervention and conflict resolution skills.
5. Ability to organize and prioritize multiple tasks.
6. Ability to work independently, and as part of a team.
7. 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. **Housing Advocate** in the subject line. We are looking to fill this position immediately and applications will be reviewed on a rolling basis. We will contact qualified candidates as applications are submitted to schedule the first round of interviews.