



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

Bradley Angle strives to have our staff reflect the diversity of our community, and we are committed to eliminating barriers to employment that many members of our community face. Bradley Angle does not discriminate against any employee or applicant on the basis of race, color, religion, gender, gender expression, national origin, disability, political belief, marital status, age, sexual orientation, class, housing status, veteran status, physical size, or other legally protected status. We strongly encourage people of color and people with lived experiences of domestic violence to apply.

STATUS: Full time, 1.0 FTE

SALARY: \$27.28 / hour; Medical, Vision, Dental insurance; Simple IRA, EAP, generous paid time off package

HOURS: 40 hours per week

SUPERVISOR: Housing Manager

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

PARTICIPANT SUPPORT & CASE MANAGEMENT (60%)

- 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.
- Provide housing advocacy to participants receiving housing assistance, managing a caseload of 13 – 17 households.
- 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.
- 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.
- Connect participants to resources that support their goals for stability and growth, including employment support and empowerment.
- Assist with facilitation of Housing support groups and workshops.
- Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.
- Maintain regular communication with all Bradley Angle Advocates and other service providers to ensure seamless service delivery for participants and their families.
- Complete Safety and Stabilization Assessments with participants as needed.
- 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.

ADMINISTRATIVE RESPONSIBILITIES: (25%)

- Complete all intake and maintenance paperwork associated with participant files.
- Complete weekly data entry in both databases (Service Point and Group Trail) for all related client assistance expenses and review data completeness reports monthly.
- Assist Housing Manager and Programs & Services Director with reports by collecting participant stories, writing program accomplishments, and tracking numbers/statistics (for quarterly, semi annual, and annual government reporting requirements).
- Monitor all expenditures, including participant assistance and supplies.
- Complete follow ups with participants after they graduate from the program.

OTHER DUTIES AS ASSIGNED (15%)

- Attend consistent weekly supervision sessions with supervisor.
- Attend All-Staff meetings every month.
- Provide training, consultation, and technical assistance to CDC staff and other partners.
- Complete 40 hours of computer-based training completed through Oregon Coalition Against Domestic & Sexual Violence preferably within 3 months of hire.
- Complete on-going job trainings to build competency in housing related issues.
- Other duties as assigned by the Housing Manager and Programs & Services Director.

QUALIFICATIONS:

- The ability to engage and relate to individuals from diverse backgrounds
- Demonstrated experience in problem solving, time management, creating work plans and timelines, training and development, decision-making, leadership, and prioritizing tasks; excellent attention to detail and quality of work.
- Respectful listening and verbal communication skills.
- Strong proficiency with computers, Microsoft software (Word, Excel, PowerPoint, Outlook, SharePoint), databases, email, and G-Suite.
- Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence, historical oppression and its effects on society.
- Ability and willingness to work as part of a diverse team.
- Ability to thrive in a fast-paced, sometimes chaotic, environment.

PREFERRED QUALIFICATIONS:

- Understand the historic and current racism distinctly experienced by the African American Community and the community's distinct strengths and coping responses.
- A degree in social work or related field; or at least four years relevant experience in direct service with marginalized communities required (impacted by racism, homophobia, poverty, alcohol and drug abuse, domestic violence, etc.).
- Effective crisis intervention and conflict resolution skills.
- One year of direct service experience working with special needs populations (low-income, alcohol and drug affected, domestic violence, etc.) required.
- Demonstrated knowledge of Portland area resources including housing, food, health care, etc.
- Valid driver's license and reliable motorized vehicle preferred.

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 resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this job announcement.

Please send your (a) resume, (b) cover letter, and (c) [Bradley Angle Application](#) to jobs@bradleyangle.org. Include "Housing Advocate" in the subject line. Applicants who are missing any of the components listed will not be considered.