



**Position Title:** Rapid Re-housing Housing Advocate

**Accountability:** Director of Housing

**FLSA Status:** Non-Exempt

**Status:** Full-Time

**Mission Statement:** To provide trauma-informed services, to advocate for domestic violence survivors and their children, and to promote prevention of domestic violence through community awareness and training.

**Position Summary:** The Rapid Re-housing (RRH) Housing Advocate ensures that domestic violence survivors receive the assistance needed to promote housing stability using a trauma-informed, survivor-centered approach. Consult with participants to conduct a needs assessment, create individualized housing stability plans that include participant-specific goals, monitor participants' progress, and ensure they obtain needed supportive services and case management to help them become self-sufficient and live violence free.

**Responsibilities:**

1. Conduct outreach to inform intimate partner violence survivors of the RRH program and assist with housing search and placement in the program. Assist households with identifying units that meet the household's needs, assist in negotiating a lease with the landlord/property manager, and supports them with VAWA tenants' rights and Fair Housing.
2. Assist intimate partner survivors in obtaining safe, secure, scattered site housing for themselves and their dependent children.
3. Assist clients in developing an individualized housing stabilization plan based on the household's strengths, weakness, and priorities, as identified through the needs assessment.
4. Assist clients in developing their own individual service plans with the goals, objectives, and timeline for achievement that they have determined.
5. Provide case management services and advocacy for clients through crisis prevention and intervention, safety planning, and access to other agencies and Sistercare's community-based services to include group and individual counseling, legal support, transportation, food, employment, social services benefits, medical and mental healthcare, substance use

disorder support, McKinney-Vento services for school-aged children, and landlord and tenants' rights.

6. Encourage and foster independence and self-sufficiency as program participants complete goals.
7. Complete required notes, case summaries, intake forms, service plans, exit evaluations, summaries, and other documentation.
8. Input direct service and collateral time into Sistercare's client database management system according to Sistercare's policy and procedures.
9. Attend twelve (12) hours of Victim Service Provider (VSP) training each year to remain in compliance and active status as a VSP.
10. Perform other duties as required.

### **Qualifications:**

- A Bachelor's degree in behavioral science or a related degree or equivalent work experience.
- Experience in providing direct services to individuals in need.
- Understanding intimate partner violence and its effect on survivors and their children.
- Ability to manage emergency/crisis situations in an independent manner.
- Awareness of common problems confronting domestic violence survivors, i.e., financial, childcare, education, etc.
- Must have a valid South Carolina driver's license, a vehicle to be used for work related travel and vehicle insurance.

### **Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

The noise level in the work environment is usually moderate to loud. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, various forms of technology or controls. The employee must be able to stand, walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, run or crawl. The employee must have the ability to follow written and oral instructions and procedures.

The employee must be able to work under regular, moderate levels of stress and must be able to regularly lift and move up to 10 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

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Employee

Date

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Executive Director

Date

6/2023