



The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Job Title	Housing Advocate (HUD)
Reports to	Housing Director
Supervises	Volunteers
Date Created	02/2010

Job Classification	Exempt
Job Type	Full Time
Location	Emergency Shelter
Date Updated	10/2018

Job Summary:

Provide advocacy for Department of Housing and Urban Development (HUD) Transitional Housing (TH) and Permanent Supportive Housing (SHP) program participants while meeting grant requirements as outlined by HUD and the YWCA Cass Clay.

Core Competencies:

Safety/Security	Teamwork	Compassion
Empowerment	Flexibility/Adaptability	Communication
Detail Orientated		

Job Duties:

Advocacy

- Enroll and exit program participants in the TH/SHP Programs.
- Provide case management and advocacy to program participants.
- Utilize assessments to develop goals and safety plans to address individualized needs of participants.
- Monitor participant progress and communicate pertinent information to YWCA staff
- Maintain updated records of current participants and applicants.
- Maintain knowledge of local housing programs, housing authorities, and landlords.
- Connect participants to community resources to assist with rent and utilities, as well as income support and benefits.

Grant Monitoring/Implementation

- Assist with reports to funders such as HUD, United Way, etc.
- Prepare statistics and other reports as necessary.
- Understand and implement TH/SHP grant objectives/guidelines.
- Purchase supplies as needed and provide appropriate documentation to support the expenditures.

Building/Property Care

- Assist with supervision and maintenance of YWCA housing facilities.
- Restock items in housing units and replace as needed.

- Work with landlords to assist participants' housing needs.

Other Duties

- Represent the YWCA at community events. Also, serve on committees or attend meetings on behalf of the YWCA.
- Participate in OnCall rotation.
- Represent the YWCA at Homeless Coalition meetings and events and attend Programs Committee as needed.
- Assist director with statistics and reports as necessary.
- Accept and organize furniture and other donations.
- Prompt and reliable attendance is required.
- Attend necessary trainings and meetings.
- Other Duties as assigned.

Qualifications:

- Bachelor's degree in Behavioral Sciences (Psychology, Sociology, Social Work, etc).
- Must have excellent oral, written, and interpersonal communications skills.
- Understanding of working with individuals and families experiencing homelessness, physical and mental health conditions, addiction, domestic violence, and poverty.
- CPR/First Aid Certification is recommended.
- Must be able to travel off-site as needed.
- Must have valid driver's license with proof of insurance and insurable record.
- Meets all background check requirements.
- An understanding of, appreciation for, and support of the mission of the YWCA Cass Clay, which is eliminating racism and empowering women.

Requirements:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential job functions of this position. While performing the responsibilities for this position, the employee is required to sit, stand, walk, bend, and reach overhead frequently and drive continually. The employee will occasionally climb stairs, climb, twist at waist, push, squat, kneel, stoop and crouch. The employee will occasionally be required to stand in place and sit at desk for prolonged periods of time. Repetitive wrist motion is continual and repetitive keying, data entry, and reaching above shoulders is performed frequently. Environmental issues such as dirt and dust may be present. The employee is occasionally required to lift up to 40 lbs. They are frequently required to carry up to 75 lbs., push over 75 lbs., and pull over 75 lbs.

The description above provides the general nature and level of work being performed by those assigned to this position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I have reviewed and understand this job description and can perform the above duties with or without reasonable accommodation.

Signature: _____

Date: _____