



Job Description Solid Ground

Job Title: Broadview DV Advocate/Housing Case Manager **Supervisor:** Housing Manager

Department: Residential Services/Broadview Shelter **Union Affiliation:** OPEIU
(Associated dues will apply)

Status: Non-Exempt **FTE:** 0.55

Salary Grade: 25

We believe our community can move beyond poverty and oppression to a place where all people have access to quality housing, nutritious food, equal justice and opportunities to thrive. We are committed to working with compassion, integrity, accountability, creativity and an anti-oppression approach to end homelessness, hunger, inequality and other barriers to social justice. We value collaboration and leadership from the communities we serve. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary: Broadview is a 24 hour facility providing emergency shelter (10 units), transitional housing (21 units) and support services to women, children and youth whose lives have been disrupted by family violence, substance abuse, inadequate medical and mental health care, long periods of family separation, child abuse and neglect and poverty. Support services include on site crisis intervention, case management and advocacy-based counseling, legal advocacy, information and referral, and long-term stabilization services.

The DV Advocate/Housing Case Manager provides advocacy-based counseling and case management services including assessment, information and referral and goal setting and is responsible for cooperative case planning and coordination of services for residents.

Essential Responsibilities, Duties & Tasks:

40% Provide case management, advocacy-based counseling, information, referrals, and follow up information to emergency shelter and transitional housing program reside Work with residents to review individual goals and ongoing progress. Provide information and advocacy regarding legal issues, medical care, employment possibilities and housing referrals. Act as a liaison between client families and community agencies involved with their case and serve as an advocate in an effort coordinate

services with providers as needed. Coordinate the provision of resident assistance supplies, including emergency food and bus tickets.

- 25% Conduct screening, assessment, and intake to admit women, children, and youth into both emergency shelter and transitional housing programs.
- 15% De-escalate and mediate resident conflicts, modeling appropriate problem solving. Respond to domestic violence crisis line, providing crisis intervention, safety planning, support, advocacy based counseling, information and referral callers seeking assistance.
- 10% Complete confidential written documentation including resident records, daily logs, weekly goal plans and progress reports, and overlap information to next Advocate on shift. Review resident files and staff logs to ensure program records and resident documentation are maintained adequately and consistently. Maintain clear and accurate case notes of all significant interactions in client records. Complete outcome and exit paperwork, update room charts and return mail as necessary.
- 5% Work to foster an atmosphere of support and safety for residents, staff and volunteers. Help maintain order and security in the buildings and communicate/enforce program policies and procedures. Work with staff to maintain cleanliness in resident apartments and office/service areas.
- 5% Participate in program, department and agency meetings and relevant trainings as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Percentage of time spent on responsibilities varies based on shift worked.

Education & Experience:

Requires one of the following:

- a) Three years of direct social service experience, including at least one year of experience serving low-income women, children and youth.
- b) Bachelor's degree in a related field and at least one year of experience serving low-income women, children and youth.
- c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Minimum Qualifications:

- **A minimum of 20 hours of basic Domestic Violence Training that covers theory and implementation of empowerment based advocacy, history, confidentiality, safety planning, etc. WAC 388-61A-0350**
- Excellent communication skills, both oral and written
- Good organizational and record keeping skills, including the ability to maintain accurate and confidential files
- Excellent problem solving, facilitation and conflict resolution skills
- Basic knowledge of Microsoft Word and Outlook
- Ability and willingness to work individually in a self-directed manner and as part of a team
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages
- Knowledge of services available in Seattle/King County for low-income women, children, and youth
- Experience working with HMIS and Infonet databases or another database system

Also requires:

- Experience with crisis intervention, conflict resolution, child development and case management services with women and children
- Experience providing advocacy-based counseling services to victims of domestic violence

Physical Demands/Working Conditions: This position works in a crisis-oriented shelter environment, 90% of the time with clients and 10% of the time on a computer. Work may be interrupted by the immediate needs of a client in crisis. Work involves physical movement throughout the facility and the ability to climb 4 flights of stairs. Position requires the employee to lift/carry 15-30 pounds occasionally, and push/pull 10-20 pounds occasionally. The position has the ability to sit/stand as needed.

Hours & Compensation: This is a part-time (22 hours/week) union position that works Monday-Friday swing-shift and pays \$22.11 per hour plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

To Apply: Applicants must complete the Solid Ground application form specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood. **Survivors of domestic violence are encouraged to apply.**

Please attach a cover letter and resume.

Closing Date: Open until filled

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.