HOUSING AND ECONOMINC EMPOWERMENT ADVOCATE

Reports to: Asst. Director of Housing & Economic Empowerment
Department: Housing
Original Date: November 2020
Revised Date: March 2024
Status: Full Time – 40 hours
Location: Stamford CT
FLSA Status: Non-Exempt
Travel Requirements: 40%

SUMMARY

The Housing and Economic Empowerment Advocate provides trauma informed counseling around financial abuse, employment, housing, and domestic violence. Works closely with community partners to connect clients to additional services to create a strong network of support.

RESPONSIBILITIES

- Provides education on financial abuse, available housing, employment options, and individual budgeting
- Meet one-on one with clients to review and prepare resumes and conduct job searches.
- Prepare clients to manage their financial responsibilities by providing budgeting, financial overview, credit repair advice and programs.
- Collaborate with community partners to connect clients to services available in the community to help them maneuver various services required.
- Complete training, surveys, reports, and data entry to enhance knowledge base and improve services for the department and clients.
- Create client safety plans, coping skills methods and boundary setting aids to provide coping mechanisms, helping clients define goals, plan of action, and provide insight.
- Refers clients to resources needed for financial, advocacy, legal, child counseling and community related needs such as health clinics.
- Guided by established procedures, policies and processes related to an advocacy environment.
- Completes and maintains documentation according to federal and state guidelines.
- Support and advocates for individuals of domestic violence for positive outcomes while always supporting the mission and vision of DVCC.

QUALIFICATIONS

- Bachelor's degree in social work, Human Services, or related field of study.
- Three plus years of experience mentoring and coaching individuals; Background in domestic violence preferred.
- Familiarity working in a non-profit organization; work with domestic violence population a plus.
- Fluency in Spanish preferred.
- Strong customer focus with good active listening skills.
- Skilled at building collaboration among teams to strengthen the level of services provided.
- Demonstrated skills in budgeting, state housing programs and access to services.
- Ability to build relationships and manage challenging trauma and counseling cases.

- Attention to detail and strong organizational skills.
- Time management, project management and organizational skills.
- Ability to work with little or no supervision while maintaining a professional demeanor.
- Ability to work with all levels of people and maintain a professional attitude and relationships.
- Ability to maintain the utmost confidentiality of all information, material, and correspondence.
- Ability to build trust with clients and maintain integrity.
- Demonstrated ability to remain flexible and work in a fast-paced, changing environment.
- Strong written, oral, and interpersonal communication skills.
- Ability to use logic and reasoning to identify solutions and approaches to problems.
- Ability to make good judgments and decisions relating to day-to-day activities.
- Demonstrated flexibility, agility, adaptability, and ability to multi-task.

COMPENSATION

DVCC offers a supportive workplace culture. DVCC offers competitive compensation, excellent benefits, and a supportive workplace culture. The salary range for this position is $55,000-$58,000 per year. Benefits include health, dental, vision, HRA, (DVCC pays $3,350 for individual/$6,700 for family), a 403(b)-retirement plan with 6% employer match, employer paid $10,000 life insurance, additional voluntary life insurance, short term and long-term disability coverage, and 15 days of paid time off. Professional development opportunities are also encouraged.

WORKING CONDITIONS

- Full-time position: occasional evenings and weekends may be required.
- Office and community based with some travel required for client, community outreach and events.

PHYSICAL DEMANDS

Physical Abilities	N/A	Occasionally	Frequently	Constantly
Standing			X	
Walking			X	
Sitting				X
Stoop, kneel, crouch, crawl, bend		X		
Handling/Fingering				X
Reach Outward/Above		X		
Taste and Smell		X		
	Less than 10 lbs.	10 lbs. to 50 lbs.	50 lbs. to 100 lbs.	More than 100 lbs.
Lifting		X		
Visual Requirement	20/20 Correctable Vision			

SIGNATURES

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

DVCC has reviewed this job description to ensure that essential functions, competencies, and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and DVCC reserves the right to change this job description and/or assign tasks for the employee to perform, as DVCC may deem appropriate.