



## HOUSING ADVOCATE (RRH)

**Reports to:** Manager of Housing & Economic Empowerment

**Department:** Counseling & Advocacy

**Original Date:** November 2020

**Status:** Full Time – 40 hours

**FLSA Status:** Non-Exempt

**Revised Date:** January 2026

**Location:** Stamford & Norwalk CT

**Travel Requirements:** 50%

### GOAL

To assist survivors in attaining housing rapidly and maintaining safe and stable housing long term. In addition, this position will work with survivors to increase income, ensure health insurance coverage, and help those who are able to work secure employment.

### JOB SUMMARY

The primary role of the Housing Advocate is to provide housing advocacy and case management services to survivors/victims of domestic violence and/or human trafficking. Case management, using a DV housing first approach, will include trauma-informed, survivor-centered approaches to housing stabilization, rebuilding self-esteem, develop essential life skills, and establish financial independence by supporting their goals to increase income and self-sufficiency. Additionally, as is required in state standards and best-practice models, domestic violence advocates will provide survivors and their children with counseling, risk assessment, safety planning, goal setting, resources, and referrals to other support services.

### SPECIFIC JOB FUNCTIONS

- Complete coordinated intakes, assessments, and screenings to determine housing options and eligibility based on HUD and Connecticut State Department of Housing (DOH) guidelines.
- Complete survivor-centered, strengths-based housing plans that identify barriers to housing and set a path to housing stability; reviewed and updated monthly.
- Support in designing and implementing safety plans and housing risk assessments.
- Home visiting, safety permitting, at a minimum of once per month, with each survivor enrolled in the rapid rehousing program.

- Provide case management services focused on increasing income, access long-term housing subsidies, establishing and/or expand family and community-based supports, and assisting in increasing access to mainstream services.
- Develop a relationship within the homeless service system.
- Assist in program development and quality assurance activities as directed by CCADV Director of Housing Advocacy.
- Assist survivors with locating available housing units, the leasing process, landlord mediation, and tenant/landlord rights and responsibilities.
- Submit requests for rental payments for survivors enrolled in the RRH program.
- Other duties as assigned.

#### **DOCUMENTATION**

- Maintain accurate and up to date files and records to include required documentation and confidential case management notes.
- Submit timesheets and personnel activity reports (PARs) monthly to CCADV.
- Submit annual report to CCADV 30 days after the grant end date.
- Document all client and program data into ETO within 48 hours of contact.

#### **TRAINING & PROFESSIONAL DEVELOPMENT**

- Attend local CAN meetings.
- Participate in the annual Point-in-Time count.
- Attend monthly Housing TA sessions.
- Participate in the RRH Case Conference team meetings.
- Attend CCADV trainings and workshops related to housing.
- Maintain DV certification by receiving not less than six hours of in-service training in issues related to working with survivors of domestic violence / human trafficking.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Effective oral and written communication skills.
- Comprehensive working knowledge of safety planning and survivor-centered advocacy as it relates to domestic violence survivors.
- Ability to maintain service records, complete records accurately and submit in a timely fashion in accordance with CCADV Program Standards.
- Willingness to learn how to navigate multiple systems including housing, health, employment, substance use disorder treatment and government benefits.
- Demonstrated ability to work collaboratively with others, within the DV system and with outside providers, to develop creative solutions to difficult challenges.
- Bilingual/Bicultural preferred.

**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**

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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.