

Transitional Housing Advocate Job Description

Purpose and Responsibilities

Under the direction of the Transitional Housing Manager, the Transitional Housing Advocate is responsible for supporting and empowering clients by assessing needs and referring clients to appropriate community programs and services. The Advocate has the ability to handle sensitive issues with discretion and confidentiality while having a strong work ethic and commitment to the organization's mission and values.

Job Duties

- Collaborate with clients to assess their needs, goals, and provide appropriate support, including facilitating referrals for services as needed.
- Advocate for and with clients through written, verbal, and in-person communication with medical, governmental, and other systems.
- Support clients in the pursuit of educational, employment, and other goals.
- Maintain regular contact and follow-up with clients throughout their participation in various programs.
- Collaborate with agency programs such as shelter, therapy, legal, and children's programs to link clients to resources and services.
- Develop, lead, and update safety and self-sufficiency plans with clients including; housing, job skill development, financial literacy/empowerment, and other appropriate services.
- Provide outreach to community members including at tabling events, collaborative meetings and workshops.
- Collect, enter, and report data regularly, maintain files and data according to Lumina Alliance confidentiality policies
- Become an expert in the details and eligibility of the OVW Transitional Housing Grant
- Provide immediate crisis counseling during office hours as needed, in person or over the telephone or video to Transitional Housing clients
- Be available to assist with community client walk-ins and crisis line coverage during business hours
- Participate in regular all-staff meetings and other Lumina Alliance meetings.
- Complete other tasks as assigned by the Transitional Housing Manager

Qualifications

- Fluency in English and Spanish is required
- High school diploma or GED; Preferred associates degree in related field, human services, psychology, social sciences or sociology and/or

- equivalent professional experience working in victim services
- Knowledge of sexual assault and intimate partner violence issues, social systems, cultural awareness, counseling, listening skills, and basic crisis intervention techniques highly preferred

Key Characteristics

- Highly detail-oriented.
- Ability to prioritize tasks and manage competing deadlines.
- Compassionate, empathetic, non-judgmental.
- Excellent oral and written communication skills.
- Ability to frequently and clearly communicate with supervisor and other staff.
- Ability to handle sensitive issues with discretion and confidentiality.
- Experience with MS Office and GSuite.
- Ability to learn new technologies and software.
- Works closely, cooperatively, and collaboratively with others.

Requirements

- Must satisfactorily pass a Live Scan background check, paid for by the employer.
- Completion of Lumina Alliance's 65-hr California State Certified Sexual Assault and Domestic Violence Crisis Counselor Training (provided as on-the-job training).
- Must have reliable transportation.

Position Title: Transitional Housing Advocate

Reports to: Transitional Housing Manager

Hours: 40 per week

Location: San Luis Obispo County

Salary Range: \$21.00- \$23.64 per hour, (Bilingual differential of \$1/hr if applicable)

Benefits

- Generous health insurance benefits; silver tier plan premium for employee provided by employer
- Premium paid for dental and vision insurance by employer for employee coverage, life insurance plan
- IRA Retirement plan with employer matching contributions
- Paid Time Off including 16 paid holidays
- Opportunities to accrue additional PTO
- Various engaging internal committees on paid time, such as the Fun Committee, DEI Committee, and many others
- Family friendly workplace and generous pet accommodations
- Opportunities for growth within Organization

To apply, please submit a cover letter and resume, position is open until filled.

ABOUT LUMINA ALLIANCE

Lumina Alliance is a non-profit 501(c)(3) organization created by the merging of RISE and Stand Strong in July 2021. Their mission is to empower those impacted by sexual and intimate partner violence through innovative advocacy, healing, prevention programs. Services include 24/7 crisis and information line, case management, restraining order assistance, legal assistance, accompaniment and advocacy, emergency shelters, transitional housing, individual and group therapy, and robust prevention education. For more information, please visit www.LuminaAlliance.org

Lumina Alliance is an at-will and an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, religion, national origin, veteran status, or on the basis of disability.

Lumina Alliance is a Drug Free Workplace.