

HAVEN Housing Specialist

POSITION DESCRIPTION

The HAVEN Housing Specialist is responsible for assisting families experiencing domestic violence in obtaining or maintaining safe, permanent, housing in their communities, utilizing the Housing First Model. Housing First is a national model and contains the following elements: focus on survivor-driven advocacy, housing stability, community engagement and flexible financial assistance.

RESPONSIBILITIES

Housing

- Identify housing resources in the communities served by HAVEN
- Build relationships with landlords, public housing authorities, local welfare officials and community programs
- Assist families with establishment of financial goals and financial planning toward the goal of obtaining permanent housing, through financial literacy and other supports
- Assist families with collateral needs related to locating safe and permanent housing, including job readiness, life skills development and securing child care
- Assist families seeking permanent housing in completing housing applications
- Facilitate agreement between families seeking permanent housing and landlords
- Assess needs and prioritize requests for flexible funding assistance for families enrolled in Housing First program
- Educate community members and partners on the dynamics of domestic violence and the need for community supports to ensure victims' success in creating safe lives for themselves and their children
- Attend agency staff meetings, in-service trainings and Coalition-facilitated meetings for Housing First advocates statewide
- Perform duties as outlined in Housing First grant, secured by the New Hampshire Coalition Against Domestic and Sexual Violence and HAVEN
- Comply with data collection and record-keeping requirements

Client Services

- Participate in the staff on-call rotation and provide direct services to clients as needed while on call.

Other

- Participate in other agency activities as required by the agency.
- Some nights and weekend work may be required.
- Assist in special projects and assignments as required for the effective operation of the agency.

QUALIFICATIONS

Valid driver's license, automobile insurance, and ability to travel throughout Rockingham and Strafford County required.

EDUCATION: Bachelor's degree required or 3 years of related experience.

SKILLS: Crisis intervention and advocacy skills, strong verbal and written communication skills, experience supervising staff or volunteers, good at building and maintaining relationships with community partners. Highly organized with attention to detail. Must complete 30 hour advocate training prior to provision of direct service.

KNOWLEDGE: Understanding of housing issues relating to survivors of sexual and domestic violence and challenges of a community-based crisis center. Knowledge of local community resources. Adequate computer knowledge, Microsoft Word, Excel and Access preferred.

TRAITS: Flexible schedule, compassionate, dedicated, maintain healthy boundaries, passionate about the issue of sexual and domestic violence; professional; culturally sensitive; ability to take direction, work independently and as part of a team and be self-motivated. Highly dependable.

Physical and psychological demands:

The physical demands described below are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
- Must be able to climb multiple flights of stairs, and lift or move up to 20 pounds.

STATUS OF POSITION

40 HOURS PER WEEK - Night and weekend work will be required.

NON-EXEMPT Salary – Benefits Eligible

REPORTS to Director of Client Services