



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

Job Description

HOME SAFE PROGRAM SURVIVOR ADVOCATE

- RESPONSIBILITIES:** Provides mobile, culturally competent, and trauma informed supportive services and prevention education to survivors in New Beginnings' Home Safe Program. Participants include those receiving emergency Bridge or hotel housing, and DV Housing First rapid re-housing and homelessness prevention services.
- REPORTS TO:** Home Safe Program Manager, with ongoing mentorship provided by Home Safe Lead Survivor Advocate
- HOURS:** 36 hours per week; business hours, with one regularly scheduled evening per week. Up to once monthly on-call Sunday, and rotating holiday coverage.
- POSITIONS AVAILABLE:** Monday-Friday: 2 positions; Tuesday-Saturday: 2 positions
- COMPENSATION:** 3% increase over current placement on agency grid, Medical, dental & vision benefits; monthly paid trainings; training allowance; paid leave; life insurance; retirement contribution. This is a Non-Exempt position.

RESPONSIBILITIES

Supportive Services

- Provides emotional support, safety planning, flexible financial assistance and individual case advocacy for survivors of domestic violence who are staying in New Beginnings' Bridge Housing or in hotels. Provides information and advocacy regarding public benefits, legal issues, medical care, mental health services, chemical dependency support, financial planning, employment, and other individual needs.
- Provides ongoing case management involving the services above, as well as intensive financial planning and the provision of rental assistance to survivors who are accessing rapid re-housing or homelessness prevention services.
- Incorporates trauma informed best practices into supportive services and advocacy work with survivors.
- Collaborates closely with Home Safe Housing Advocates to ensure participants are prepared to secure and retain housing.
- Collaborates closely with Home Safe Youth and Family Advocates to ensure participants' parenting needs are met.
- Collaborates closely with CAP Survivor Advocates to identify and support participants who qualify for emergency housing, homelessness prevention or rapid re-housing services.
- Provides information and support to DV Housing First Demonstration Project researchers.
- Facilitates support group(s) as assigned by the Lead Survivor Advocate.
- Maintains complete and appropriate participant files.
- Assists with identifying and supporting community volunteers or professional resources who provide supplemental education for participants.
- Staffs at least one Help Line shift during business hours each month.
- Coordinates interpreter or ASL services for non-English speaking or hearing impaired participants.

- Provides post-exit contact with participants as determined by program needs or funding contracts.
- Performs other duties as assigned.

Survivor Triage

- Screens survivors to identify which housing services are appropriate to their needs.
- Facilitates entrance into emergency housing at New Beginnings' Bridge Housing or local hotels.
- Provides up to once-monthly on-call coverage on Sunday and on rotating holidays to facilitate emergency housing placement if needed.

Data Integrity

- Enters consistently complete, accurate and appropriate participant and service data into the agency database.
- Responds to meet data needs identified by the Program Manager or data staff.

Community Networking

- Maintains extensive knowledge of community resources for the benefit of survivors.
- Maintains positive working relationships with other domestic violence and service agencies in the community.
- Builds relationships with businesses or other community resources to secure assistance or services for participants and promote New Beginnings' services.
- Attends community meetings as requested by the Lead Advocate or Program Manager.

Resource Development

- Participates in development events and activities as requested by the Lead Advocate or Program Manager.
- Provides program information and stories as needed by the development team to build donor support and pursue funding opportunities.

Team Work and Professional Development

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high quality services to survivors.
- Participates in all staff meetings, Home Safe Program team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

QUALIFICATIONS

- Commitment to the mission of New Beginnings and to the needs to domestic violence survivors.
- At least two years of experience providing survivor-centered advocacy. Related experience in non-domestic violence agency settings will be considered.
- Knowledge about the dynamics of domestic violence and the impact of trauma on survivors and their children.
- Demonstrated ability to work with diverse survivors in a welcoming, supportive, culturally competent manner.
- Experience providing intensive financial literacy education and budget planning support.
- Knowledge of public benefits, and a wide range of community resources to meet variable survivor needs.
- Demonstrated ability to exercise flexibility and creativity in helping survivors overcome a variety of barriers to well-being and housing stability.
- Ability to take initiative, and maintain accountability to colleagues while providing services in a variety of settings.
- Experience with mobile advocacy a plus.
- Demonstrated ability to handle crises and juggle multiple responsibilities in a fast paced environment.
- Ability to maintain participant confidentiality.
- Ability to effectively network with a wide range of community service providers.
- Strong attention to detail and follow-through.
- Ability to represent New Beginnings in a professional manner to community partners and the broader public.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary trauma.

- Proficient with Microsoft Office applications.
- Fluency in Spanish, African or Asian languages a plus.
- Possession of a valid Washington State driver's license. Access to reliable personal car a plus.