

The DOVES Program Employee Job Description

Title: Housing Specialist

All DOVES Staff will uphold the mission of the DOVES Program.

At DOVES, we envision:

- a community free of sexual, domestic, and dating violence;
- a community that fosters healthy sexuality; and
- a community where every person feels safe and expects healthy relationships.

Our mission is to ensure our empowerment-based and strengths-centered services are available and accessible to anyone who has experienced or been affected by sexual, domestic and dating violence.

Expectations

All DOVES staff will:

- Maintain the highest standard of confidentiality
- Represent the DOVES Program, the community and our clients in a professional manner (in dress, behavior and workspace)
- Attend a minimum of 20 hours of training annually
- Adhere to all policies and procedures

Essential Job Functions

The Housing Specialist will provide client advocacy, case management, benefit establishment, linkage to Mental Health/Substance Abuse services, linkage to stable housing and all other supportive services as needed. The Housing Specialist will provide individualized client support by helping each client develop a plan to address their barriers, increase their income, and maintain and sustain permanent housing. As part of the plan, the Housing Specialist will identify each area in which clients will need assistance to accomplish the outlined goals and objectives (i.e. scheduling appointments, applying for public benefits, identifying subsidized housing, etc.).

- Assess housing barriers to determine housing and service needs
- Identify client strengths and assist clients to reduce barriers
- Develop a housing plan
- Assist clients in locating and securing housing of their choice
- Provide advocacy with landlords to develop a workable plan to obtain and/or maintain housing
- Serve as an ongoing Liaison between property managers, landlords and participants
- Provide pro-active follow-up to ensure stability and further progress toward self-sufficiency
- Provide transportation for housing and job searches
- Assess the need for additional services and make appropriate referrals in-house and to other community resources
- Advocate on behalf of clients with other community agencies
- Complete grant-related documentation
- Complete client paperwork & computer work
- Communicate shift activities to other staff & volunteers

- Create & maintain relationships with community agencies
- Attend out-of-town and out-of-state conferences
- Travel, on a regular basis, throughout Scotts Bluff, Cheyenne, Morrill, Kimball, Banner, Box Butte, Dawes, Sheridan & Sioux counties
- Decision-Making: Frequent situations occur that are outside established policies and procedures and require astute judgment and the ability to evaluate alternatives to resolve challenging situations

Other Duties & Responsibilities

- Complete & submit accurate timesheets, mileage sheets and expense reimbursement forms by deadline
- Participate in fundraising activities
- Assist with office organization & maintenance
- Other tasks as assigned

Requirements

- High school diploma/GED
- Valid driver's license
- Safe & reliable transportation
- Current car insurance
- Cell Phone
- Successful completion of criminal background check, CPS/APS background check, and Driver's License check

Authority

Responsible to the Executive Director

Supervisory Role

None

Work Hours

This position will typically work 24 hours per week.

- Monday, Tuesday, Thursday & Friday 8-12
- Wednesday 8-5 (with an hour lunch break)

This position will also provide direct services via our 24-hour help line on the phone or in person as follows:

- 1 Night shift per week or every other week
- 1 Weekend shift every 5-6 weeks
- 2-3 Holidays per year

Employee Status

This is a nonexempt position covered by the Fair Labor Standards Act and will receive overtime compensation for work in excess of 40 hours per week. However, due to budget constraints, overtime is strongly discouraged and all efforts will be made to adhere to a 24-hour work week.

Employee is responsible for informing Supervisor of any changes to the schedule.

DOVES is an at-will employer, meaning that either DOVES or an employee can end the employment relationship at any time and for any or no reason. This job description does not alter the at-will relationship.