



Position: City of Atlanta Supportive Housing Advocate

Supervisor: Supportive Housing Coordinator

Position Description:

The City of Atlanta Supportive Housing Advocate position is a full-time position that provides in-home case management and social services to survivors of domestic violence and their children residing in our HUD Rapid Rehousing project and OVV Transitional housing project. The advocate works from a trauma-informed care approach and provides program participants with assistance in developing their Strategic Success Plan (SSP) which establishes the client's goals and related activities for creating stable housing and a violence free life.

Core Values of Staff

Our work is grounded in our values, which embody the hope that we have for breaking the cycle of intimate partner violence in our society. We live these values in our daily work and foster these values in the community partnerships that are essential to the success of those we serve.

- Safety
 - We ensure the protection and confidentiality of clients, staff, and volunteers.
- Respect
 - We are accountable, engage in clear communication, collaborate, and embrace differences in our work and in our interactions.
- Equality
 - We offer each client the opportunity to reach their defined goals by receiving individualized, person-centered services.

Roles and Responsibilities:

1. Represents PADV in a professional manner at all times.
2. Reviews program applications and interviews potential clients for Supportive Housing program.
3. Researches and identifies potential housing sites for program.
4. Monitors client progression toward housing goals and client compliance with program guidelines.
5. Completes monthly home visits and additional phone check-ins, monitors goals, assists clients with community needs including employment, education, housing, and basic needs.
6. Maintains accurate and updated client records and statistical data in client files and ClientTrack. Documentation should be reflective of the needs of our funders and the expectations of PADV
7. Delivers DHS food stamp information and SNAP application assistance to survivors of domestic violence within supportive housing
8. Provides needs assessments and safety planning.
9. Communicates effectively with property managers, leasing staff and clients.
10. Attends community meetings, team meetings, weekly supervision sessions and trainings relevant to supportive housing, homelessness and domestic violence.
11. Maintains knowledge of current policies, laws, and developments in the field of intimate partner violence, supportive housing, and homelessness.

12. Fosters and maintains excellent, professional working relations with staff and volunteers, and functions as part of a team.
13. Completes required annual staff training hours.
14. Provides back-up assistance to other PADV supportive housing advocates.
15. Performs other duties as required.

Minimum Qualifications:

- Bachelor's degree required (degree in social work or counseling preferred)
- Experience in domestic violence and its impact on victims.
- Excellent organizational skills.
- Ability to work well under pressure and meet deadlines.
- Case management experience preferred.
- Ability to communicate on an advanced level, both orally and written.
- Computer and software application skills.
- Familiarity with community resources.
- Experience in interagency networking and collaboration.
- Ability to work independently with minimal supervision.
- Able to work flexible hours including evenings and weekends.
- Valid state issued driver's license and clean driving record.
- Experience in trauma-informed care services.