



BILINGUAL HOUSING /SYSTEMS NAVIGATOR

Safe Shelter provides safety, support and resources to individuals affected by domestic abuse. We promote empowerment through direct services and community education, advocating for the right of every individual to live a life free of intimidation, exploitation and abuse.

Position Summary: Responsible for supporting survivors of domestic violence and their families in Safe Shelter's Housing Accessibility Program through case management, community advocacy, and appropriate community referrals for individualized needs in order for clients to achieve self-sufficiency.

Position Status: Currently half-time to be increased to full-time in the Spring of 2019; Salaried Non-Exempt. Infrequent additional evenings or weekend work may be necessary to effectively meet the needs of program participants.

Responsibilities:

- Screen survivors for eligibility for housing programs.
- Provide crisis intervention, advocacy, referrals, and counseling as needed.
- Meet regularly with individual housing participants to assist them in setting personal goals.
- Address survivors' immediate and long-term self-sufficiency needs.
- Develop case management plans with survivors.
- Facilitate weekly skill building workshops for clients.
- Collaborate with community organizations to identify and engage presenters/volunteers to create workshops for skill building.
- Develop and update a calendar of workshops.
- Provide survivors with appropriate community referrals to meet immediate and ongoing needs.
- Provide advocacy and application support to survivors accessing benefit assistance services through Boulder County Housing & Human Services (i.e., TANF, SNAP, CHP+, CCAP)
- Closely collaborate and coordinate with Boulder County Housing and Human Services, Longmont Housing Authority, City of Longmont, Boulder Housing Partners, the Inn Between, and SPAN's Transitional Housing Stability Program regarding unit availability, application processes, program guidelines, etc. related to supporting survivors in accessing community housing programs.

- Maintain orderly files and case notes within Safe Shelter's database to ensure proper and accurate data for reporting purposes.
- Regularly attend committee meetings and collaborate with other community organizations.
- Assist with training and supervision of volunteers.
- Support an organizational environment based in respect and ethical communication.
- Participate in bi-monthly staff meetings, team meetings, case review, and regular supervision with the Program Supervisor
- Other duties as assigned by the Program Supervisor or Executive Director.

Qualifications:

- Domestic violence and trauma-specific counseling knowledge and skills for crisis-intervention and case management.
- Excellent interpersonal, leadership, and community-building skills.
- Bilingual (English/Spanish), required.
- Experience working with substance abuse/addiction issues, landlord/tenant issues, and matching housing programs with the specific needs of each family/individual.
- Competent computer skills, MS Office, required.
- Experience working with affordable housing programs.
- Bachelor's Degree in counseling or related field, plus two-year work experience in human service delivery programs or any equivalent combination of education, work or life experience.

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Pay and Benefits:

This position is currently part time, 20 – 25 hours per week, at \$17 per hour with expansion in the Spring of 2019 to a fulltime position at \$33,250 annually. Safe Shelter is an EEOA employer and strongly commitment to Affirmative Action.

How to Apply:

Please send a resume and cover letter to:

jane@safeshelterofstvrain.org