

**Job Title:** Home Safe Housing Coordinator  
**Reports To:** Shelter Manager  
**FLSA Status:** Full-time, Non-Exempt

## **SUMMARY**

The Home Safe Housing Coordinator provides survivor-driven advocacy services for victims of domestic violence who are seeking safe and affordable permanent housing and are facing barriers due to domestic violence. This position supports clients through direct services and works to build collaborations with local housing authorities, private landlords and other community based organizations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs intake interviews, needs assessments and provide clients with an overview of YWCA services.
- Identifies barriers to obtaining safe and affordable housing for clients.
- Assists clients in completing appropriate applications and intake paperwork for Section 8 program, rental applications, and other paperwork necessary to assist client in obtaining housing.
- Develops individual service plans for clients; offers case management services, utilizing the YWCA's philosophy of empowerment.
- Assists clients in establishing and achieving their self-sufficiency goals.
- Assists clients in applying for financial assistance, food stamps, and low or no-cost health insurance, etc. per the client's wants and needs.
- Refers clients to YWCA programs and other community based organizations as appropriate.
- Reviews service plans with clients regularly to determine if additional services and/or referrals are needed.
- Maintains confidential client files, including all appropriate forms and documentation of services provided to clients. Prepares reports as requested. Enters demographic data, services provided and other information into InfoNet and HMIS.
- Secures appropriate releases and ensures client confidentiality.
- Actively empowers clients to build on strengths, pursue goals, utilize resources, and develop the ability to advocate on their own behalf.
- Develops methods for feedback from clients and partner agencies in order to evaluate program effectiveness.
- Develops and maintains relationships with local housing authorities, private landlords and other community based organizations.
- Conducts trainings for Continuum of Care member agencies and private landlords on legal protections for domestic violence victims and specific barriers they face.
- Ensures compliance with local, state, and federal funding and housing requirements and regulations.
- Assists in resolving client grievances.
- Participates in agency or community work groups or meetings; actively participates in staff meetings and scheduled internal trainings.

This is a general description of the responsibilities of the Home Safe Housing Advocate position; other duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficient in Microsoft Office applications
- Ability to work and communicate effectively with diverse people
- Ability to manage multiple tasks at one time
- Ability to write reports, business correspondence, and procedure manuals
- Ability to adapt and manage varied situations
- Ability to build and maintain relationships with staff, clients and community partners
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Commitment to YWCA vision, mission and values

### **REQUIRED EDUCATION AND/OR EXPERIENCE**

Bachelor's degree in social work or related field from an accredited four-year college or university; or one to three years related experience; or equivalent combination of education and experience.

YWCA Advocates must have a minimum of 30 hours initial Domestic Violence Victim Services Training, and a minimum of 20 hours continuing education victim services training, annually.

### **OTHER QUALIFICATIONS**

- Vehicle, or ability to transport self, within 100 miles
- Washington State Driver's License
- Driver's Insurance, per Washington State Law
- Acceptable State Patrol Criminal History Record

### **RATE AND BENEFITS**

- DOE
- Benefits package including medical and dental insurance, vacation, holiday and sick leave plans
- After two years of employment, employees are eligible to participate in the YWCA Retirement Fund

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

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The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**APPLICATION PROCESS**

Send a resume and cover letter detailing how your qualifications meet those needed of the position. All application materials must be sent to:

YWCA Kitsap County Hiring Manager  
employment@ywcakitsap.org

Please reference Home Safe Housing Coordinator in the subject line.

*YWCA Kitsap County is an Equal Opportunity Employer*