

## CAREER OPPORTUNITY

### Housing First Advocate/CMGR

Full-Time, Non-Exempt.

Compensation: DOE

Location: YWCA Silicon Valley, San Jose, CA 95112

Website: [www.ywca-sv.org](http://www.ywca-sv.org)

Department: Support Services



Join a passionate, dynamic team dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

For over 100 years, YWCA Silicon Valley has provided programs and services that form a critical continuum of response, healing, and prevention. Our dedication to the people we serve is unparalleled. We have an exciting future, and the team to deliver on that lasting change for the people we serve. To encourage survivor self-determination, services are delivered through a strengths-based, non-judgmental and trauma-informed lens that aligns with our mission. **Be a key part of shaping this future as our new Housing First Advocate/CMGR in our Support Services Department.**

The Housing First Advocate provides case management, crisis counseling, safety planning, community referrals and domestic violence/sexual assault education, building life skills, employment/education plans, and financial literacy to individuals and families residing in the YWCA Silicon Valley's community-based housing programs. The Housing First Advocate is a member of a high-performing team and supports all activities related to the coordination of permanent housing stability and operations, including housing search, landlord recruitment, tenant-landlord mediation, home visits and direct advocacy. To encourage survivor self-determination, services are delivered through a strengths-based, non-judgmental and trauma-informed lens that aligns with the YWCA Silicon Valley's mission of eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. The Housing First Advocate conveys empathy, respect and compassion to survivors when delivering services. The Housing First Advocate must not fail in effectively communicating survivor needs to the Housing and Shelter teams and/or any non-compliance of program guidelines. The Housing First Advocate must deliver case management services within the community-based, scattered-site permanent housing units throughout The City of San Jose.

**We are seeking someone with initiative and relationship-building skills. We are looking for a detail-oriented, organized, and reliable individual with a high level of self-awareness and emotional intelligence.** The position performs complex, advanced technical and administrative tasks, including rent calculation, invoicing, and intensive reporting and data collection monitoring. Candidates must have excellent interpersonal skills to work independently and as part of a team. You must demonstrate empathy and warmth, as well as excellent communication skills. You must have an understanding of feminism and a strong commitment to social justice. **We are looking for a solutions-focused and collaborative leader who builds cohesion and is passionate about program development and the mission, vision and values of the organization.**

Candidates should have Bachelor's degree in human services or Master's level MSW or equivalent combination of education and experience. Minimum of two years of experience working in social services and have strong knowledge of Santa Clara County community resources or landlord networks. Key to success is the ability to be present in a changing work environment; the ability to work independently and as a member of a diverse team, with flexibility, initiative and a sense of humor; and the ability to build relationships and model healthy boundaries with empathy and compassion. Candidates should be competent using Microsoft Office (Word, Outlook, Excel, Power Point) and have experience in confidential data management and record keeping.

**The ideal candidate is a warm, highly organized self-starter deeply committed to providing services from a strengths-based, social justice and anti-oppression framework.** Prior advocacy-based counseling, case management or residential experience is a plus. Bilingual, bi-cultural and bi-literate skills are a plus.

Required: Cleared background check (fingerprinting), valid TB test, valid California driver's license, and auto insurance. Must have completed or be willing to complete CPR certification and 65hr-trained California State Domestic Violence Counselor & California State Sexual Assault Counselor certification. (Training will be provided).

TO APPLY: Submit Resume & Cover Letter to and [resumessupportservices@ywca-sv.org](mailto:resumessupportservices@ywca-sv.org) with "Housing First Advocate" in subject line. First deadline for submission of resumes: November 15, 2016.

Thank you for your interest in employment with the YWCA. We may be unable to respond to every individual submission due to a high volume of applicants. Please do not telephone. Applicants who do not follow the application procedure are immediately disqualified.