Job Announcement

Domestic Violence Rapid Rehousing Advocate

Location: Confidential address in San Francisco
Compensation: Full Time $24.50 - $27.50 per hour (40-hour work week) depending on years of experience related to essential duties and responsibilities. Generous health benefits and vacation package.

Summary
The Domestic Violence Rapid Rehousing Advocate (DVRRA) is responsible for survivor centered advocacy, empowerment and case management with survivors of domestic violence during their transition into stable housing and safety. The role involves DV advocacy, housing location (identifying and securing appropriate housing for survivors), economic empowerment (identifying and supporting financial literacy, income building, skills building and job searching), and teamwork with other advocates and entities. This is a temporary 12-month position, with funding extensions to be determined in the future.

Organization Description
Founded in 1988, Asian Women’s Shelter (AWS) is a dynamic non-profit organization dedicated to ending domestic violence and promoting the social, economic and political self-determination of women and all survivors of violence and oppression. AWS is recognized as a local, regional, and national leader in its field, known for its commitment to shared leadership, building effective collaborations, and movement-based services and cultural change work. Learn more about the Asian Women’s Shelter at www.sfaws.org.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Case Management
1. Work in conjunction with the AWS team and other community partners to identify and support candidates for AWS’s Continuum of Care (CoC) Rapid Rehousing program, and coordinate case management for continuum of services before and after transition into the program.
2. Build and maintain rapport with survivors enrolled under the program.
3. Develop transitional action plans that support survivors to meet their goals for housing, health and healing, legal representation if needed, vocational training or job placement, and other appropriate services.
4. Provide emotional support and advocacy throughout the transition into the program from other internal or external direct service programs.
5. Participate in weekly team meetings and consultations.

Housing & Financial Literacy and Economic Empowerment
6. Contribute to the AWS Housing Team’s efforts to expand a network of housing opportunities for survivors.
7. Partner with survivors in finding, applying for, and negotiating appropriate permanent or transitional housing.
8. Coordinate all activities related to potential housing viewing, communication with landowners, documentation, and move-in.
9. Partner with survivors to develop their plan for ongoing housing stability.
10. In collaboration with other advocates, plan and implement financial literacy and economic empowerment workshops for survivors; expand a network of employment and job training opportunities for survivors.
11. Support survivors through action steps that meet their financial literacy, income building, and economic empowerment goals.
General Shelter Support & Program Development:
12. Demonstrate commitment to AWS core values and approaches; Contribute to a positive and effective teamwork environment.
13. Participate in and contribute to staff retreats, meetings, training, and organizational development.
14. Complete all relevant paperwork and data entry in a timely manner.
15. Demonstrate regular, predictable attendance.

Minimum Qualifications

• Education and/or Experience: Bachelor’s degree (B.A.) from four-year college or university; or one to two years related experience and/or training in direct services/case management, program development and community outreach; or equivalent combination of education and experience in Social Work, Education, Psychology, or related field.
• Sufficient knowledge and awareness of issues related to Domestic Violence.
• Experience in working with and/or supporting survivors of violence.
• Experience building collaborations with other service providers.
• Experience in project coordination, establishing priorities, time management, and communication across the organization and community.
• Ability to negotiate healthy boundaries with clients.
• Demonstrated ability to work well with diverse communities (class, education, immigration status, sexual orientation, disability, age, gender identity, race, ethnicity, language, religion etc.).
• Ability to work as a member of a team and effectively contribute to shared organizational and program goals. Key skills are a cooperative work style and the capacity to appreciate coworkers and build good working relationships.
• Availability to work occasional evening and weekend hours.
• Computer Skills: Knowledge of Apple Mac OS systems, Microsoft Office Suite, Google Suite of products, and database programs; Knowledge of basic office equipment should include internet and email, copy and fax machines, and telephone.
• Knowledge and/or adept learning of communications and social media technologies preferred.
• A current CA driver’s license and proof of auto insurance with a clean driving record sufficient to insurance companies’ standards is preferred.
• Completed Domestic Violence Counselor Training preferred.
• Bilingual/bicultural preferred.

Physical Requirements

• The work environment includes settings of an office environment, shelter home, and community places. The noise level in these settings is noisy.
• Both standing and sitting are required, with at least one or more hours each day of the job time spent sitting and using a computer keyboard.

To Apply: If you meet the qualifications described herein, please email to jobs@sfaws.org the following:
1. A meaningful cover letter stating why you are qualified for the position and why you are interested in working at Asian Women’s Shelter.
2. A resume of relevant experience.
3. Completion of the job application using the link provided below.

https://forms.gle/jxfdRnox9JsxKcUAA

Asian Women’s Shelter is an equal opportunity employer. Asian Women’s Shelter is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.