Location: Hybrid Remote and On-site at confidential address in San Francisco
Compensation: Full Time, $24.50 - $27.50 per hour (40 hours a week) depending on years of experience related to essential duties and responsibilities. Generous health benefits and vacation package.
Prepared Date: 04/26/2022

Summary
The Domestic Violence Homelessness Response Advocate is responsible for survivor-centered advocacy and economic empowerment programming with survivors of domestic violence (DV) during the application process for COVID-related Emergency Housing Vouchers (EHV) in San Francisco, and for case management with EHV holders to locate, transition into, and maintain stable housing and safety. The role involves EHV application support, DV advocacy, housing location (identifying and securing appropriate housing for survivors), economic empowerment programming (supporting financial literacy, income generation, skills building and job searches), and collaboration with other advocates and entities.

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, multilingual engagement, 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.

Collaboration
- Collaborate with the San Francisco Coordinated Entry System (led by the Department of Homelessness and Supportive Housing) and the San Francisco Housing Authority to coordinate referrals and process survivors’ Emergency Housing Vouchers (EHV) applications.
- Build and sustain relationships with other entities in service to survivors’ goals for growth and well-being (e.g., landlords, property managers, partner agency staff, employers, etc.)
- In collaboration with other AWS housing advocates, expand resource network of local employment, job training, and housing opportunities for survivors.

DV Case Management and Housing Navigation
- Provide or arrange essential language access through AWS’s Multilingual Access Model (MLAM) or other means.
- Build and maintain trust and rapport with survivors enrolled under the AWS Emergency Housing Voucher Project.
- Provide emotional support and advocacy to support candidates referred by the San Francisco Continuum of Care Coordinated Entry System to apply for EHV.
- Work with clients to increase their safety and support healing, including coordinating legal representation and other appropriate services as needed.
- Participate in regular Transitional Housing (TH) Team meetings, trainings and consultations and attend other case meetings as appropriate.

**Housing Stability, Financial Literacy and Economic Empowerment**
- Partner with clients in finding, applying for, negotiating and securing appropriate housing.
- Coordinate visits for clients to see housing options and meet landowners; facilitate communication and documentation with landowners; help clients move-in to housing.
- Partner with clients to develop their plan for ongoing housing stability and identify goals and action steps to advance financial literacy, income, and economic empowerment.
- In collaboration with other housing advocates, plan and implement financial literacy and economic empowerment workshops for survivors.

**General Shelter Support & Program Development:**
- Demonstrate commitment to AWS core values and approaches.
- Participate in and contribute to staff retreats, meetings, trainings, and organizational development.
- Take a regular shift in staff rotation of on-call emergency shelter coverage.
- Complete all relevant data entry and documentation in a timely manner.
- Share office duties and general maintenance of office and shelter space.
- Demonstrate regular, predictable attendance.
- Contribute to a positive and effective teamwork environment.

**Minimum Qualifications**
- Bachelor’s degree (B.A.) from four-year college or university; or two years of related experience and/or training in direct services/case management, housing advocacy, or community program development; or equivalent combination of education and experience in Social Work, Education, Psychology, or related field.
- Strong knowledge and awareness of issues of domestic/relationship violence and/or human trafficking.
- Experience working with and/or supporting survivors of violence.
- Experience in project coordination, establishing priorities, time management, and communication across organizations and communities.
- Availability to work occasional evening and weekend hours.
- Knowledge of and ability to perform using Internet software (Chrome, Safari), MacOS (Apple operating system), Microsoft Office Suite (Excel, PowerPoint, etc.), Google Suite (Gmail, Google Calendar, Docs, etc.), databases (Apricot), and remote collaboration tools (Basecamp, Zoom, etc.). Knowledge of basic office equipment should include: Internet and email, copy and fax machines, telephone and smartphone.
- Adept at online communications; adept at adoption of new technologies
- A valid California driver’s license, proof of automobile insurance, and safe driving record required.
- California Domestic Violence Counselor Training & Certification (Training requirements can be completed post-hire through AWS’s training program).
- Bilingual/bicultural preferred.

**Other Knowledge, Skills, Abilities**
- 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 build healthy boundaries with clients and practice strong self-reflection and regulation.
● 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, team support and appreciation, and communication to maintain good working relationships.

Physical Requirements
● The work environment includes settings of an office and shelter environment, home spaces for home visits, and community meeting spaces. The noise level in these settings is noisy.
● Both standing and sitting are required, with a significant number of hours spent each day sitting, looking at a screen, using a computer and keyboard, phone, and/or video conferencing.

To Apply: If you are interested in this position and meet the minimum qualifications described above, please:
1. Email your resume listing relevant experience to jobs@sfaws.org, and
2. Complete and submit an online job application form at https://forms.gle/sQL1XeXVK2mjSH8a7

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 accommodations when necessary.