



## TURNING POINT JOB DESCRIPTION

**TITLE:** Housing Advocate  
**REPORTS TO:** Director of Housing  
**CLASSIFICATION:** Full Time Non-Exempt

### **ORGANIZATION OVERVIEW:**

Turning Point, Inc in Mount Clemens, MI is a non-profit, 501(c)(3) organization qualified employer for Public Service Loan Forgiveness (PSLF). Turning Point, Inc empowers domestic and sexual violence survivors through comprehensive services and resources while advocating for community action to end oppression and violence. We offer emergency shelter, housing, trauma advocacy services, forensic nurse examiner program & first advocacy services, 24-hour hotline, personal protection order and legal advocacy services, and community outreach.

### **GENERAL DESCRIPTION & QUALIFICATIONS:**

The Housing Advocate will work directly with program participants to develop individualized plans of service and goals for securing/retaining housing and employment. The Housing Advocate will assist program participants with information, support, referrals, follow-up, and advocacy so that they can meet their individual service goals. The Housing Advocate is responsible for providing support, advocacy, and crisis intervention to families in the shelter and/or housing program. The Housing Advocate is responsible for accurate and thorough data collection of services provided and reports for evaluation and funders.

The ideal candidate must have knowledge of survivor-centered, trauma-informed, and advocacy-based interventions with survivors of domestic violence and sexual assault that are rooted in anti-oppression values and the empowerment model. Specific knowledge in housing, crisis intervention, trauma-informed practices, suicidality, lethality assessments and safety planning are desired as are demonstrated success building teams, collaborating with peers, and solving problems. Candidates must also have knowledge of advocacy with survivors in various systems including healthcare, criminal justice, family court, child welfare, education, and human services. As we serve survivors of all gender identities, sexual orientations, and backgrounds, candidates must demonstrate the ability to work with all survivors and understand the unique barriers that survivors with intersecting oppressed identities will encounter.

A Bachelor's Degree in Social Work or related field and demonstrated experience as a housing or employment specialist is preferred. Must be able to flex schedule as needed for the program requirements. Travel is required to meet the needs of program participants. Must have the ability to work with diverse populations. Must have reliable transportation, insurance, a valid Michigan Driver's License, and a good driving record. Must pass a criminal background check as a condition of employment.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Develop strengths-based individualized service plans with program participants, and regularly monitor to evaluate progress on the goals and activity plans of each participant.
- Be available to meet with all assigned residents a minimum of 1 time per week, to follow-up on progress with established goals like housing, employment and more.
- Manage multiple service providers internal and external to Turning Point to ensure a coordinated service delivery plan for each participant and their family.
- Create on-going positive relationships with employment and housing partners.
- Demonstrate self as a team player with the ability to remain flexible to changing needs of families and programs.



- Provide education on budget and financial management.
- Investigate housing for compliance with Federal, State and Local requirements, including lead content.
- Establish connections with community resources for health needs, transportation, childcare, counseling, and any other resources identified by the program participant.
- Assist in updating and maintaining an accurate family's resources/referrals manual.
  
- Provide advocacy for participants with community organizations and transportation to residents in personal vehicle as needed.
- Assess danger of client situation, provide families with information on domestic and sexual violence and help them develop a safety plan.
- Assess lethality of suicidal clients and take appropriate action.
- Provide a safe, comfortable, caring environment that focuses on the needs, and safety of the survivors and their children.
- Follow Turning Point's policy on reporting suspected/witnessed abuse or neglect to Child Protective Services.
- Implement agency and program mission, vision and anti-oppression and empowerment philosophies.
- Administer and implement agency policies and procedures.
- Maintain agency policy on confidentiality, record keeping and professional ethics.
- Ensure the integrity of program data required for funding source's program reports and program evaluation.
- Attend all departmental and agency staff meetings, and other meetings required by Turning Point.
- Conduct relationships with colleagues to promote mutual respect, improvement of services, and problem solving.
- Notify the Director of Housing, Senior Director of Residential Services, or Chief Executive Officer of any emergency situations that may affect Turning Point staff and/or clients.
- Perform all other duties as assigned.

### **WORKING CONDITIONS:**

- Must be able to work independently and multi-task in a fast-paced office environment.
- Allow for flexibility in schedule, work location and job function.
- Must be able to drive to multiple sites.
- Ability and willingness to be available for non-scheduled emergency call-in when necessary.
- Ability to lift 20lbs.
- Ability to operate general office equipment.
- Ability to climb stairs.

**OTHER REQUIREMENTS:** Must have reliable transportation, insurance, a valid Michigan Driver's License, and a good driving record. Must pass central registry and criminal background check as a condition of employment.

***Turning Point, Inc. values diversity and is an equal opportunity employer.***

We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.