



rising for domestic peace

Job Announcement October 2017

Housing Outreach Specialist

Job Title	Domestic Violence Housing Outreach Specialist
Reports to	Shelter Manager
Location	Kent, WA
Salary Range	\$40,000 with medical, dental & vision benefits; monthly paid trainings; training allowance; paid leave; life insurance; retirement contribution.
Exempt or Non-Exempt	Non-Exempt
Posting Date	7/14/17
Closing Date	8/30/17
Hours	40 hours per week; Monday-Friday business hours. Occasional evening and weekend hours as appropriate to meet participant needs.

DAWN is a comprehensive provider of domestic violence services, including Emergency Confidential Shelter, a 24-hour Crisis and Advocacy Line, and Community Advocacy including Legal and Immigrant Rights, Mental Health, Support Groups and one-on-one support. Dawn shelters and empowers survivors of domestic abuse. Dawn helps communities rise for peace by providing education to respond to and prevent violence. We envision a community that commits to the belief that violence is preventable and takes shared responsibility and united action to create a more peaceful place to live for all of us.

Job Responsibilities

Housing Locator Services

- Initiates and maintains positive relationships with a wide array of community housing programs, developing strong partnerships to meet the housing needs to survivors.
- Initiates and maintains positive relationships with a network of landlords, educating them about domestic violence, advocating with them on behalf of participants, negotiating leases, providing rental incentives, and assisting with resolving tenant problems as appropriate.
- Collaborates closely with DAWN Shelter & CAP Advocates to identify and resolve participants' housing and rental assistance needs, barriers to housing access and eligibility for housing programs.
- Meets with survivors, assisting them with housing applications, accompanying them on housing searches, and facilitating successful placement in permanent housing.
- Coordinates interpreter or ASL services for non-English speaking or hearing impaired participants.

Participant and Staff Education

- Organizes or develops and facilitates workshops and training on tenant rights and responsibilities, fair housing laws, communicating with landlords and other pertinent information for staff and/or participants.

General Community Networking

- Maintains positive working relationships with other domestic violence and human service agencies in the community.
- Builds relationships with businesses or other community resources to secure assistance or services for participants and promote DAWN's services.
- Attends community meetings and multi-disciplinary team meetings as assigned

Data Integrity

- Enters consistently complete, accurate and appropriate participant and service data into the agency database.
- Responds to meet data needs identified by the Program Manager or data staff.

Resource Development

- Participates in development events and activities as requested by Program Manager.
- Provides information and stories as needed by the development team to build donor support and pursue funding opportunities.

Team Work and Professional Development

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high quality services to survivors.
- Participates in staff meetings, Shelter Program team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

Qualifications

Required Qualifications:

- Commitment to the mission of DAWN and to the needs to domestic violence survivors.
- At least two years of experience in low income housing locating & resourcing.
- Current knowledge or willingness to learn about the dynamics of domestic violence and the impact of trauma on survivors and their children.
- Ability to network with a variety of community human service providers and business professionals.
- Ability to work with diverse survivors in a welcoming, supportive, culturally competent manner.
- Ability to take initiative, and maintain accountability to colleagues while providing services in a variety of settings.
- Demonstrated ability to handle crises and juggle multiple responsibilities in a fast paced environment.
- Ability to maintain participant confidentiality.
- Strong attention to detail and follow-through.
- Ability to represent DAWN in a professional manner to community partners and the broader public.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary trauma.
- Proficient with Microsoft Office applications.
- Possession of a valid Washington State driver's license and access to reliable personal car.

Desired Qualifications:

- Fluency in Spanish, African or Asian languages a plus.
- Knowledge of public benefits and a wide range of community resources a plus.
- Experience with HUD-approved housing inspections a plus

To Apply

This position is open until filled. To apply, please submit your resume and cover letter to info@dawnrising.org with the subject "Housing Specialist" in the subject line. **Please note:** applications not accompanied by both a cover letter and resume will not be considered.

DAWN is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.