



Transitional Housing Coordinator

Job Summary: The Transitional Housing Coordinator is responsible for overseeing the non-residential endeavors of the Housing First Program, including the rental assistance and utility assistance programs. The Transitional Housing Coordinator is a direct services position that provides support, advocacy, options and referrals to victims of crime including domestic violence and sexual assault. The Transitional Housing Coordinator is responsible for maintaining the agency 24-hour crisis line on a rotating basis and reports to the Advocacy Director. This position requires a commitment to assisting victims, the ability to establish and maintain professional boundaries, strong communication skills, and the acceptance of social and cultural diversity.

Direct Client Services

- Provide crisis intervention, follow-up, support, advocacy, information and referrals to victims both in-person and over the phone (through the 24-hour crisis hotline).
- Cover the 24-hour crisis line on a rotating basis and respond on-scene to provide emergency services to victims of crime.
- Conduct check-ins with clients and provide necessary follow-up advocacy.
- Assess victim safety and assist with safety planning including the arrangement of safehouse, hotel/motel accommodations or other housing options as needed.
- Provide advocacy on behalf of clients working with community-based systems such as law enforcement, courts, social services, mental health providers, substance abuse services, etc.
- Identify resources within the community and maintain good working relationships with community programs aiding clients.
- Accompany clients to appointments and meetings to secure financial assistance, explore long-term housing options, arrange for childcare and obtain legal assistance.
- Provide legal advocacy including assistance with protection orders, victim's compensation, divorce filings, child support and criminal/civil court support.
- Distribute and collect client surveys.
- Develop programming for clients including domestic violence support group and other relevant client activities.
- Facilitate ALC's support group in English (in conjunction with the Diversity Services Coordinator as he or she facilitates the support group for Spanish-speakers).
- Immediately report suspected child neglect/abuse to the Advocacy Director.
- Work with non-residential clients and residential clients to find and secure long-term housing.
- Work with non-residential and residential clients to find and secure employment.

- Collaborate with the Diversity Services Coordinator when a Latinx survivor, youth survivor or survivor identifying as LGBTQI is housing insecure.
- Provide assistance with other direct services components of programming as needed.

Indirect Client Services

- Maintain Housing First Program budget in coordination with the Advocacy Director.
- Maintain client records. Compile client data and information and complete program report as requested by Advocacy Director.
- Provide data and program information to Program Sustainability Director and Executive Director upon request.
- Develop and maintain good working relationships with key local and statewide contacts.
- Maintain professional and effective working relationships with other organizations, community leaders, and ALC's board, staff, and volunteers.
- Foster an inclusive safehouse and office environment in which all clients are treated equally, regardless of race, ethnicity, national origin, disability, sex, sexual orientation, gender expression, gender identity or religion.
- Perform other related duties as assigned.

Desired Qualifications:

- Bachelor's Degree preferred. High School Diploma or Equivalent (G.E.D.) accepted.
- 1-3 years experience working with survivors of violent crimes.
- Background check required.
- Bilingual English/Spanish preferred (bi-lingual bonus offered).

Some evening and weekend work may be involved. This job description subject to periodic review by the Board of Directors. Full-time, benefited, exempt professional position. Salary range: \$42,000- \$47,940. ALC is an Equal Opportunity/Affirmative Action Employer.

Please submit cover letter and resume to: jenny@advocatesoflakecounty.org.