



Domestic Violence and Sexual Abuse Services

## **JOB ANNOUNCEMENT**

**Position:** **Supportive Housing Advocate 35 hours Full Time**

**Salary:** **\$17.34-\$18.55 hr** depending on experience with a \$.50 hourly increase after the 6 month provisional employment period is successfully completed. After hours pay (average of 4-5 shifts monthly) provides an additional average \$2,500 annually.

**After Hours On Call Requirement:** Must be able to respond in person to Cayuga Medical Center in Ithaca, NY within 45 minutes from home.

**We want to effectively serve the diverse needs of our community and we strongly encourage BIPOC and/or bilingual people to apply.**

**Benefits Package:** Annual financial contribution (\$7,000 in 2023 prorated to start date) towards our cafeteria health benefits program which includes individual medical, dental or dependant care benefits or expense reimbursements, generous time off (2 weeks vacation the first year increasing thereafter, 16 paid holidays, 5 personal days, 12 sick days). After three years of employment, an annual contribution of 5% of salary will be made to the employee's established retirement account. Retirement accrual begins at 18 months and employees are vested at 3 years of employment.

**Job Responsibilities:** The Supportive Housing Advocate will provide case management, support, and advocacy services to people that are participating in our permanent supportive housing program (.5 of position) for domestic violence survivors as well as residents in our nine-bed confidential domestic violence safe dwelling who are seeking safe housing (.5 of position). The Supportive Housing Advocate will help residents/families build resources that can support future economic security as well as assist with connecting with resources for rent, security deposits, utility setup, relocation costs, and household needs. They will also assist with daily functions at the safe dwelling as needed.

The ideal person for this job will find reward in helping survivors of domestic violence and their children as they seek a life free from violence. They will understand the complexities and challenges of domestic violence as they provide trauma informed services. They will feel comfortable meeting with survivors in their homes. They will be able to respond calmly to crisis situations and will be able to navigate complicated situations. They will be comfortable working independently as well as collaboratively.

You will be provided with comprehensive training and supervision as well as support from your peers and other agency staff and supervisors.

Advocates share in a paid rotation of after-hours (weeknight, weekend, and holiday) on-call shifts with other advocates to ensure coverage of the 24 hour hotline, responding to calls related to domestic violence, sexual assault and child sexual abuse and which may include accompaniment to medical or legal services, and emergency sheltering.

**Physical Requirements:** Applicants must be able to navigate stairs, periods of sitting. Standing and movement required. Vehicle and valid driver's license is required. Ability to travel between job sites.

**Travel Requirements:** Vehicle and valid driver's license is required. Some travel throughout Tompkins County including transporting of clients as needed along with occasional travel to other areas within NYS for professional development training will be required. Mileage reimbursement provided for position related travel.

### **Qualifications**

- One year of case management or advocacy services experience
- Ability to develop a positive compassionate rapport with victims of domestic and sexual abuse
- Ability to work independently as well as in a team, with a willingness to appreciate different points of view and problem-solve in a constructive manner.
- Sensitivity to the impact of sexual and domestic violence in diverse and marginalized communities
- Commitment to social justice issues
- Commitment to working from an anti-oppression, harm-reduction, and strengths based trauma-responsive approach
- Good communication, organizational and time management skills
- Ability to handle multiple tasks under stressful situations
- Ability to develop a positive compassionate rapport with victims of domestic violence and sexual assault
- Ability to establish and maintain effective professional working relationships
- Vehicle and valid driver's license is required.
- Flexible schedule - must be able to work some after-hours evenings, weekends and holidays

### **Desired Qualifications**

- Knowledge of domestic violence and/or housing systems
- Associate's or BA in social work or related field, or translatable experience

**TO APPLY:** Please review qualifications and submit two separate documents (in MS Word or PDF format only): 1. cover letter; and 2. resume. Please submit as two separate attachments in an email to [jobs@actompkins.org](mailto:jobs@actompkins.org). Applications will be accepted until the position is filled.

Located in Ithaca, NY, the [Advocacy Center](#) serves victims of domestic violence, child sexual abuse and sexual assault and we are committed to the core philosophy of providing compassionate, trauma informed, survivor focused services and education with roots in feminism, social justice and the grassroots battered women's movement of the 1970's