



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Lead Supportive Housing Advocate
Department:	Family & Children Services
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Transitional Housing Coordinator

General Description:

The primary role of the lead supportive housing advocate is to mentor and assist other supportive housing advocates while maintaining a personal caseload of supportive housing clients.

Minimum Qualifications:

Bachelor's Degree in Social Sciences OR 3+ years of experience working in the field of domestic violence advocacy. Demonstrated understanding of the dynamics of domestic violence and effective intervention strategies. Skilled in working with sensitive issues and committed to respecting the confidential nature of the work. Ability to work effectively with clients of diverse sexual orientations, races, ethnicities, cultures, religions, and socioeconomic backgrounds. Demonstrated problem-solving approach. Proficient in data collection and reporting. Strong written and oral communication skills.

Job Responsibilities:

Advises and mentors supportive housing advocates and consults on clients' needs and issues with them.

Provides crisis intervention and advocacy services utilizing trauma-informed, client-centered practices.

Meets with clients in their homes or in the community.

Assists victims in completing the ERA and other benefit applications online.

Assists victims in identifying and obtaining community resources for basic needs.

Provides ongoing advocacy, goal-setting assistance, and safety planning.

Advocates for clients to landlords or property managers as needed.

Completes accurate data collection on client services and assists in reporting to grantors.

Attends and participates at partner meetings and community engagement events.

Other duties as assigned by the Director or Transitional Housing Coordinator.