



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Transitional 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 Transitional Housing Advocate is to support and assist victims of domestic violence, sexual assault, stalking, harassment, teen dating violence, and human trafficking in the community find transitional housing services to remove client barriers to safety and self-sufficiency. The Transitional Housing Advocate will develop partnerships with landlords, shelters, and community agencies to coordinate, collaborate and leverage resources to clients. All services will be client-centered and provided with the best interest of the client. The Transitional Housing Advocate will work closely with the Domestic Violence Victim Advocates.

Minimum Qualifications:

- A bachelor's degree in social sciences with a minimum of three years of experience OR 5+ years of experience working in the fields of domestic violence advocacy, crisis intervention, low-income housing.
- Must have a demonstrated problem-solving approach to concerns and challenges.
- Must possess strong written and oral communication skills and must be able to demonstrate good interpersonal skills.
- Knowledge about housing laws, such as the Fair Housing Act and housing assistance programs such as HUD and Section 8 would be helpful, though not required.
- The ideal candidate would be extremely organized, detail-oriented, and passionate about helping survivors of domestic violence.
- Knowledge of family systems, cultural and ethnic diversity, client engagement and community resources. Experience in assessment and intervention desired.
- Position requires occasional in state and out of state travel. Must have dependable transportation. Must possess and provide verification of valid driver's license; and must

maintain and provide verification of current automobile insurance. A clear motor vehicle driving record is required to operate tribal GSA vehicles.

- Requires a high level of personal integrity and ethics.
- Abides by the Delaware Tribe of Indians policy on confidentiality and always respects the integrity and confidentiality of the clients.
- Must display proficiency in Microsoft Office programs and overall general computer skills. Excellent and effective written and oral skills are essential, along with strong organizational skills.
- Must be able to work individually or as a team.
- Must be able to pass a criminal background check.

Job Responsibilities:

- Return telephone and email communications promptly.
- Maintain professional competency in Transitional Housing Services through appropriate professional training, attendance at workshops and conferences in addition to consultation with other professionals in the Transitional Housing Services field. Attend training activities provided by federal and state program sources.
- Support Transitional Housing clients with admission into the program through intakes, client advocacy, crisis intervention, goal-setting assistance, safety planning, locating local resources, and attending meetings at client's discretion.
- Meets with clients in their homes or in the community.
- Collaborate with Domestic Violence Victims' advocates to assist their clients in finding safe housing, self-sufficiency, and coordinate follow-up services for program participants.
- Communicate with landlords and property managers to create lasting partnerships, ensure rent payments are made on time, and necessary documents are exchanged.
- Provide services in a manner that supports best practices, client centered, and trauma informed.
- Other duties as assigned by the Director or Transitional Housing Coordinator.

The job description has been approved:

Tribal Operations Manager: _____ Date: _____

Human Resource Director: _____ Date: _____

Signature below constitutes employee's understanding of the position requirements, essential functions and duties.

Employee: _____ Date: _____