

**ST. ELIZABETH CATHOLIC CHARITIES
JOB DESCRIPTION**

I. IDENTIFYING INFORMATION

POSITION TITLE: Support Services Advocate

STATUS: Full-Time, Exempt

SECRETARIAT: Catholic Charities and Family Ministries

REPORTS TO: Residential Director

II. PRIMARY FUNCTION

Maintain residential case load for the residential program with a focus on transitional housing and rapid rehousing.

III. POSITION CONTENT

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Meeting with residents weekly or as needed to establish safety plans and assess goals
2. Provide case management and support to clients in Transitional and Rapid Rehousing
3. Provide supportive counseling when needed to residents
4. Assist in shelter responsibilities such as intakes, move ins, and house staff responsibilities
5. Enforcing guidelines for the program as needed
6. Supporting residential program needs and requirements
7. Comply with HMIS and keep up to date documentation
8. Other duties assigned

IV. POSITION SPECIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Knowledgeable about women and children issues
2. Knowledgeable about prevention and causes of homelessness
3. Knowledge about the effects of crime, victimization, domestic violence and abuse
4. Ability to provide case management and supportive services
5. Ability to multi task and prioritize

EDUCATION, TRAINING AND/OR EXPERIENCE

1. Bachelor's or Master's degree in social work

V. WORKING ENVIRONMENT

1. On-call availability required
2. Travel and transportation for clients as needed
3. Ability to safeguard confidential information and documentation
4. Ability to coordinate with a variety of community resources and organizations.
5. Ability to advocate for clients and refer to victim resources when needed
6. Ability to coordinate with volunteers and agency management

12/2021