



JOB DESCRIPTION – HOUSING ADVOCATE (Onsite Position)

Apna Ghar Headquarters: 4350 N. Broadway, 2nd Floor, Chicago, IL 60613; *Organization has several locations*

Status: Full Time, Non-Exempt

Starting Salary: \$24/hr or annualized to \$50,000/year

Benefits: Employer Covered Healthcare (Medical, Vision and Dental) for employee and dependents, health savings plan, generous PTO and flexible time, 403(b) retirement plan, and a congenial and supportive work environment.

Onsite Position

AGENCY OVERVIEW:

Apna Ghar provides critical, comprehensive, culturally competent services, and conducts outreach and advocacy across communities to end gender violence. We aim to empower survivors, engage communities and elevate gender and racial justice. For more information, please visit www.apnaghar.org and on social media @ApnaGharInc

POSITION SUMMARY:

The Housing Advocate at Apna Ghar provide crisis counseling, relevant information on rights and options, connect to resources, and advocate on behalf of the survivors we serve. In addition, case management is a core component of the work. Competency and results are measurable against the quality and quantity of services provided, including outreach and advocacy. Weekend, evening, and overnight shifts are required. This position reports to the Programs Manager who in turn reports to the Deputy Executive Director.

RESPONSIBILITIES:

- Assist survivors of gender violence through crisis management, safety planning, needs assessment, service planning, case management and advocacy
- Assess service needs, provide relevant and useful information on rights and available options, and connect appropriately to resources that include education, employment, and health
- Assess housing needs, provide relevant and useful information on rights and available options, and connect appropriately to housing as well as other resources in and outside the project
- Coach clients using motivational skills to help them move along their service plan objectives
- Support clients with logistics management in case of moving into new housing
- Advocate for program participants with legal, social, medical and other systems and institutions
- Create, maintain and update resources to ensure program and program participant success
- Conduct outreach and advocacy work on issues related to gender violence
- Maintain and update files, reports, and data to meet goals and ensure program success
- Foster and sustain sharing and a collaborative environment to ensure program participant, program and agency success

BOARD OFFICERS	DIRECTORS	LEADERSHIP	ALUMNI BOARD	EXECUTIVE DIRECTOR
Shalini Sahrawat <i>President</i>	Vineeta Bonthala <i>Vice President</i>	Bhavini Desai Sandip Shah	Kanta Khipple Usha Wasan	Prem Sharma Ketki Parikh
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- Focus on administrative tasks and facilities upkeep along with services, outreach and advocacy to ensure high quality of experience for program participants and all agency stakeholders
- Work with agency leadership including board members, as well as donors, agency partners and other stakeholders to ensure the agency's high standards and reputation are maintained and improved
- Perform other duties as assigned to support Apna Ghar's mission and goals
- **Reporting:**
 - 1) Timesheets and Time and Effort Documentation to be submitted based on payroll deadlines
 - 2) Weekly Reports and email updates
 - 3) Program and grant related reports

PREFERRED QUALIFICATIONS:

- Bachelor's degree or higher in social sciences, social work, psychology or related fields; or an equivalent mix of experience and education
- Minimum of 3 years of overall work experience in direct services including internships
- 40-Hour Domestic Violence certification and foundational understanding of gender violence, gender issues, and cultural competency
- Experience working with diverse populations in culturally competent settings
- Excellent interpersonal and intercultural communication skills; excellent oral communication skills and ability to participate in public events and group settings; excellent conflict management and conflict resolution skills
- Excellent organizational, analytical and problem-solving skills
- Excellent collaboration, teamwork and teambuilding skills
- Fluency in a second language preferred
- Knowledge of local resources and services and ability to network and collaborate with other orgs to access these
- Excellent organizational, analytical and problem-solving skills
- Excellent collaboration, teamwork and teambuilding skills
- Ability to effectively establish and maintain working relationships with peers and constituents at all levels
- Willingness to accompany program participants in public or private transportation

Licenses/Certification:

- 40-Hour Domestic Violence Training required within 6 months of employment. This can be obtained through Apna Ghar at no cost

Computer and Software Skills:

- Strong skills in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with Survey Monkey and Canva and other survey and design software



WORK ENVIRONMENT:

- Accommodations will be made based on ability or other need.
- This position operates primarily in an office or home office environment, and offsite work is also required for meetings, workshops, advocacy events etc.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- The employee may occasionally lift and/or move objects up to 40 pounds.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Travel between the main office and other locations may be required.

APPLICATION PROCESS:

- Apna Ghar is an equal opportunity employer and seeks to employ qualified individuals. Apna Ghar does not discriminate against any individual based on that individual's race, sex, age, religion, color, national origin, ability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, immigration status or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Apna Ghar is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Please send your resume and cover letter to employment@apnaghar.org with "Housing Advocate" in the subject line.