



JOB POSTING FOR TRANSITIONAL HOUSING ADVOCATE

Safehouse Progressive Alliance for Nonviolence is seeking a dynamic team member to work closely with and among other SPAN teammates in its quest to end interpersonal violence within its community. By asking to join SPAN, means that you are committed to working toward fulfilling this quest.

The Position

The Transitional Housing Advocate serves as a staff member at will of Safehouse Progressive Alliance for Nonviolence (SPAN). The Transitional Housing Advocate is responsible for supporting clients participating in SPAN's Housing Programs through case management, advocacy, and community referrals, with the goals of expanding the availability of low barrier housing and housing assistance and promote self-sufficiency and upward mobility for program participants.

Compensation

This is a nonexempt, salaried position. The salary range is \$39,195 to \$40,665 and includes our standard benefit package, including a medical plan, dental plan, holiday pay and paid time off, reduced rate Eco-Pass, Simple IRA retirement plan, and Employee Assistance Program. A \$100/month stipend for qualified Spanish bilingual teammates is offered for this position.

About You

- ✚ You've progressive experience working with and supporting survivors of abuse in housing or shelter settings.
- ✚ You've served as an advocate, case manager, or resource navigator.
- ✚ You're a collaborator, with internal departments and community partners, to deliver comprehensive support services for adult and child survivors in housing programs.
- ✚ You likely have been active in anti-violence and gender/social justice initiatives and have experience working directly with marginalized communities.
- ✚ You have excellent organizational and problem-solving skills, you can communicate with a variety of audiences, you appreciate the details, and you're organized.

A Day in the Life

- ✚ Performs housing assessment for new clients via the confidential shelter, outreach programs, intake team, and community referrals.
- ✚ Supports clients in finding appropriate housing options, particularly in Boulder and Broomfield counties, including assistance with housing applications, service verification letters, food delivery, gift card distribution, moving, and available resources.
- ✚ Provides appropriate community referrals to meet immediate and ongoing housing needs.
- ✚ Develops case management plans which address the client's immediate needs and long-term self-sufficiency goals.

- ✚ Conducts regular, mobile check-ins with clients.
- ✚ Performs and submits funds requests for clients.
- ✚ Assists with referrals on the SPAN crisis line.
- ✚ Provides advocacy and application support to clients accessing benefit assistance services.
- ✚ Provides ongoing advocacy for clients with landlords/property managers.
- ✚ Collaborates with local housing authorities and other affordable housing providers regarding availability, the application process, and support for clients participating in SPAN's transitional housing programs.
- ✚ Works with team members in developing and facilitating skill building and economic empowerment workshops for clients and collaborates with community organizations to identify volunteer presenters for these workshops.
- ✚ Attends committee meetings and collaborates with Boulder County organizations as needed.
- ✚ Participates Performs input of case notes and manages files within SPAN's database for accurate data for reporting; produces monthly reports.

What You Bring to Us

- ✚ A 4-year degree in human services, counseling, social work or gender studies, knowledge in a related field, or a combination of education and experience.
- ✚ Two years of progressive experience in housing support or survivor advocacy. It will also help you to have experience working with property managers and/or housing authorities.
- ✚ Proven written and oral communication skills in Spanish.
- ✚ If you've made it to this bullet, you can guess that you need great computer skills including Microsoft Office and virtual meeting platforms. You also need to produce and meet deadlines in our fast-paced and changing environment.

About Us

Safehouse Progressive Alliance for Nonviolence (SPAN) is a human rights organization committed to ending violence against adults, youth, and children through support, advocacy, education, and community organizing. Operating since 1979, SPAN is the only organization serving Boulder, western Broomfield, smaller towns, and unincorporated Boulder County, designed to provide shelter and advocacy for victims of interpersonal violence. SPAN is dedicated to the promotion of social justice, diversity, equity, inclusivity, peace and non-violence for all individuals and their families.

SPAN Culture:

SPAN team members are dedicated and work in a fast-paced environment with full days – which may include evenings and weekends for Shelter shifts – yet remain committed to a healthy work/life balance. While SPAN expects work to be taken seriously, it also knows the importance of having fun and the value of enjoying the work.

SPAN's Organizational Goals:

Foster organizational excellence – Provide meaningful and effective support and resources to adults, children, and youth impacted by interpersonal violence.

Violence prevention initiatives – Implement initiatives that promote safety, dignity, and liberation for all people.

People Centric – Engage team members, individuals, groups, policy makers, and the community at large in efforts that promote economic, racial, and social justice and an atmosphere where team members and clients are valued.

Inclusive – Team members are welcoming, inviting, authentic, outward-facing, and visible to all audiences, voices, and stories.

Application Process

- ✚ We like to receive electronic applications but will accept applications by mail. Please submit a resume and cover letter to hr@safehousealliance.org. You can also see open positions and apply through our website at [Employment Opportunities - Safehouse Progressive Alliance for Nonviolence \(safehousealliance.org\)](#). Applications will be accepted until the position is filled, but priority consideration will be given to those received by June 27, 2022.

The Legal Stuff

- ✚ You need to be able to sit or stand for long periods each day. While not frequent, you need to reach for, move and/or 20 pounds and use your hands to finger, handle, or feel objects, tools, or controls, mobility to access a wide variety of meeting and settings, and to perform a variety of tasks that involve standing, walking/traversing, sitting, stooping, kneeling, bending, and twisting, climbing stairs or using an elevator, possibly reaching chest high and overhead for materials, with reasonable accommodation (we put it all in 1 sentence to may our legal team happy!).
- ✚ Ability to communicate adequately in person and by phone, in personal and group settings, and function with periodic distractions such as people, telephone calls, and noise.
- ✚ Ability to work with, and process information from, a variety of individuals and media (e.g., computers, projected images, printed materials).
- ✚ SPAN is committed to the principle of equal employment opportunity for all team members and to providing a work environment free from discrimination and harassment. All employment decisions at SPAN are based on business needs, job requirements, and individual applicant qualifications, without regard to race, color, religion, or belief, ancestry, age, sex (including pregnancy, sexual orientation, and gender identity), family or parental status, or any other status protected by law. SPAN will not tolerate discrimination or harassment based on any of these characteristics.