



Housing and Financial Advocacy Coordinator and Counselor/Advocate

The Housing and Financial Advocacy Coordinator oversees Elizabeth Freeman Center's (EFC) housing and economic services for survivors of domestic and/or sexual violence ensuring adequate services are being provided, and that all clients have access to the resources that will assist them to live an independent life, free of violence.

Coordinator Responsibilities include:

- Maintaining a robust and connected housing and financial advocacy system within EFC
 - Facilitate meetings with the Shelter Case Manager and Homelessness Response Advocate to ensure coordinated care
 - Assess need for and help implement EFC staff training on housing and financial advocacy and resources
 - Communicate major changes in housing and financial advocacy resources and systems to staff as appropriate
 - Review hotline activity that identifies financial and housing needs and assisting with an action plan for the client
 - Ensure EFC participation in local, regional and state housing and anti-poverty coalitions, networks and committees
- Supervising the Homelessness Response Advocate and coordinating with the Shelter Case Manager, providing oversight and support to ensure duties under those roles are fulfilled
 - Assist to develop a "Transitions" group that meets regularly
 - Ensure the Homelessness Response Advocate is connecting regularly with shelter guests and coordinating transition services for guests moving to new homes
 - Assist the Homelessness Response Advocate and Shelter Case Manager with to identify and address barriers faced by shelter guests to housing, employment, etc., and oversee the action plans to ensure follow up
 - Help develop connections and provision of services to homeless survivors in other community shelters and locations
- Provide in-house back-up to other EFC staff to explore more long-term strategies to avert crisis

Counselor/advocate responsibilities include:

- Helping survivors build safety and economic independence through intensive specialized supports and financial advocacy (income and resource maximization, housing stability, preservation of homes and securing new safe homes, career development, continuing education, etc.)
- Connecting survivors with community resources (legal aid, RAFT, HomeBASE, LIHEAP, SSI, SSDI, PASS program, TAFDC, SNAP, local funds, etc.)

- Assessing the use of direct client assistance in paying arrearages, relocation expenses, safety features, short-term rental subsidies and other necessary expenses; ensure that all other available resources are accessed first to maximize the impact of these funds
- Developing expertise and strong networks with anti-poverty and housing coalitions and groups
- Helping to facilitate EFC's financial independence initiative series, Money School, providing ongoing individual wraparound support and financial advocacy to Money School participants, advocating on issues of housing, benefits, income maximization, children, education, mental health and medical access, and more
- Contributing to outreach and collaboration efforts, including: liaising with community partners, disseminating program outreach materials, and tabling at community events

General Responsibilities:

- Attending programmatic meetings and trainings
- Maintaining professional boundaries with individuals receiving EFC services
- Maintaining excellent records in agency database, and adhering to strict guidelines to ensure client confidentiality
- Completing all other duties to further EFC's mission and to ensure that survivors are safe and are provided with professional, empathetic, affirming services within the context of the agency's mission and consistent with grant and legal requirements

Work Hours:

40 hours per week, with flexibility as necessary for emergencies, outreach activities, trainings, and supervisory responsibilities.

Preferred qualifications:

- Demonstrated commitment to economic justice for survivors, including combatting economic victim blaming and understanding the ways violence contributes to poverty and homelessness
- Fierce advocacy skills
- Demonstrated commitment to providing survivors of domestic and sexual violence with holistic, accessible, trauma-informed, strength-based victim services and advocacy
- Demonstrated commitment to providing affirming, culturally relevant services to marginalized survivors (including survivors who are limited English proficient, LGBTQ, of color, rural, immigrants, and/or living with disabilities)
- Bilingual (English/Spanish or Haitian Creole) strongly preferred
- Ability to work well as part of a team, and to work effectively with community groups
- Effective written and spoken communication, and proficient computer skills
- Must successfully pass Criminal Record Check-CORI, be determined appropriate to work with persons under 18, and have a valid Massachusetts driver's license, reliable transportation, and willingness to transport clients when safety is not an issue

Compensation and benefits:

Elizabeth Freeman Center believes in offering all staff competitive salary and benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work. This position currently begins at \$26 per hour (\$54,080 annually) plus add-on hourly increments for bilingual skills in frequently used languages, special skills and education, and a year-end bonus depending on funding. EFC pays 85% of health insurance premiums and contributes to an FSA. EFC has generous paid leave as well as other benefits.

Applying:

To apply, please send cover letter and resume to jobs@elizabethfreemancenter.org. Deadline is rolling until position is filled.

EFC is an Affirmative Action/Equal Opportunity Employer. Survivors of domestic or sexual violence, people of color, people with disabilities, people who are bilingual/bicultural, and members of the LGBTQ community are strongly encouraged to apply.