



## Job Description

Radiant Futures is an equal opportunity employer

<b>Job Title</b>	Housing Advocate
<b>Reports to</b>	Housing Supervisor
<b>FLSA, Pay</b>	Full-Time: Non-exempt, \$25.00/hour- \$33.06/hour

## Agency Overview

Originally founded as Women's Transitional Living Center (WTLC) in 1976, Radiant Futures is the oldest domestic violence program in Orange County and the third oldest in the nation. Originally established as an emergency shelter, Radiant Futures has since evolved into a multiservice organization dedicated to ending the cycle of violence through a trauma-informed, survivor-driven approach. Today, we are equipped to respond to the nuanced needs of survivors of both domestic violence and human trafficking, and we continue our tradition of evolving to meet their needs through the constant pursuit of innovative programs and evidence-based best practices.

Our programs fall under three major categories: Bridge Housing, Supportive Services, and Community Education and Advocacy. Through our three-fold approach, Radiant Futures strives to meet the needs of survivors of any gender, their children, and survivors often not served by other programs. Uniquely tailored to the needs of survivors and their families, our programs are rooted in the understanding that there is no one-size-fits-all approach to safety, recovery, and self-sufficiency.

## Position Summary

Under the direction of the Housing Supervisor, the Housing Advocate position is responsible for the assessment, planning, facilitating, coordinating care, and advocating for services and resources to meet the needs of individuals and families in our Housing Program that are affected by domestic violence and human trafficking. Utilizing a strength-based, survivor-driven, and trauma-informed care approach, the Housing Advocate will support participants to obtain the resources they need to minimize, disrupt, and prevent the cycle of violence and future abuse.

We offer 3 types or tiers for Housing Advocate Positions at Radiant Futures, each with an increasing level of duties, qualifications, and compensation.

## Housing Advocate I- \$25.00/ hour (\$52,000 annual)

## Essential Duties

- Utilize effective time management skills, problem solving, and collaboration to complete projects.
- Provide advocacy services and support survivors of domestic violence and human trafficking.
- Engage in mobile advocacy, by meeting participants where it is most safe and convenient for them.
- Provide crisis intervention to participants by assessing the situation and addressing the crisis needs appropriately.
- Support callers to the organization's 24/7 Helpline, by providing crisis intervention, information and referrals, and education on healthy relationships.
- Refer participants to community resources and advocate directly with other agencies as needed to support participants with services.
- Complete and maintain participant records that document services provided; input data entry into database (Apricot) in a timely manner.
- Transport participants to various locations as needed.
- Work with a diverse population and provide culturally sensitive advocacy.
- Participant in staff meetings, conferences, and other meetings as needed.
- Facilitate various workshops, support groups, and trainings to participants at the Center and other off-site locations as needed.
- Other duties may be assigned.
- Work with participants to develop and maintain relevant and meaningful case plans.
- Conduct shelter assessment and intakes; provide orientation to the Emergency Housing program.
- Utilize Strengths Model Case Management (SMCM) framework and tools with every shelter participant.
- Monitor shelter security and participant's safety.
- Oversee and engage in shelter and center environment and activities, facilitate problem-solving for participant conflicts, encourage and model appropriate interactions; mediate conversations that lead to conflict resolution.
- Supervise visits and safe exchanges of non-custodial parents with their children as needed.

## Qualities & Qualifications

- Bachelor's degree in Sociology, Human Services, Psychology, or related field.
- Experience serving diverse communities.
- Minimum of one (1) years of professional experience in the social services sector.
- Ability to communicate effectively.
- Bilingual in one of Orange County Threshold Languages preferred:  
-Spanish, Vietnamese, Korean, Arabic, or Farsi.

- 40-Hour Domestic Violence Training Certified within 6 months of hire.
- Has not been a participant of WTLC/Radiant Futures' services for at least three (3) years.
- Possession of a current and valid California driver's license, a car, liability insurance which meets California State minimum requirements and an acceptable driving record.
- Successful completion of a pre-employment background check.

## Housing Advocate II- \$28.75/ hour (\$59,800 annual)

### Essential Duties

- All duties associated with Housing Advocate I.
- Engage in and be responsible for program development initiatives, special contracts, cross-departmental projects and special events.
- Support the onboarding of BA level interns or 1<sup>st</sup> year MA level interns in Housing Program as needed.

### Qualities & Qualifications

- All qualities and qualifications of Housing Advocate I.
- At least 3 years relevant experience working with domestic violence or human trafficking survivors.
- Have a Graduate Certification program or equivalent relevant coursework and/or specialized training program approved by organization.
- Meet commendable proficiency level in Microsoft suite.

## Housing Advocate III- \$33.06/ hour (\$68,764.80 annual)

### Essential Duties

- All duties associated with Center Advocate II.
- Provide strategic contributions to organization-wide goals- including fundraising, special events, and leadership events as requested.
- Have increased availability for planned weekend and after-hours events as needed.
- Be a Preceptor for BA level interns and 1<sup>st</sup> year MA level interns in Housing Program.

### Qualities & Qualifications

- All qualities and qualifications of Housing Advocate II.
- At least 5 years relevant experience working with domestic violence or human trafficking survivors.
- Have a Master's degree or additional graduate certification program or equivalent relevant coursework approved by organization.

## Compensation & Benefits

- Housing Advocate I, II, and III are full-time, non-exempt positions.
- We provide 2 weeks PTO to start which increases over time (3 weeks after 2 years, 4 weeks after 5 years, 5 weeks after 10 years); 40 wellness hours, 1 civic engagement paid day, and 12 paid holidays.
- Alternate work schedule (4 days/ 10 hours) option available.
- Possibility of hybrid schedule with 1 remote day/ week after 90 days of employment.
- Generous benefits including 100% covered in Radiant Futures' sponsored health, dental, vision, and AD&D insurance with Employee Assistance Program; and 403(b) retirement plan with up to 6% match after 1 year of service.

## Our Commitment to Diversity and Inclusion

At Radiant Futures, we believe outstanding people are the key to our success. We value a diverse and inclusive workplace, and strongly encourage people of color, LBTQIA+ individuals, gender non-conforming individuals, and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age.

## Working Conditions and Physical Requirements

Alternate work schedule (4/10) or regular (5/8) schedule, flexible to work evenings and weekends, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.

To be considered for this position, please email a cover letter and resume to [careers@radiantfutures.org](mailto:careers@radiantfutures.org) with "Housing Advocate" in the subject line. No phone calls please.

For more information on Radiant Futures, please visit our website at [www.radiantfutures.org](http://www.radiantfutures.org).