



Share & Care House

Organization: Share & Care House

Position: Housing Advocate, Pierce County

Position Type: Full Time | Mon—Fri | Flexible hours

Pay Rate / Benefits: \$15 per hour | Employee Group Medical Insurance (for those working 35hrs+ weekly) | Two weeks paid vacation & 1 week paid sick upon completing first year (based on accumulation for FT staff) | 10 paid Federal Holidays Annually upon hire.

Qualifications: Real life experience or Educational background in related field.

Program: Housing

Reports to: Housing Director

Position Description: Advocate for clients to obtain and maintain stable housing through Share & Care House housing programs and navigation of supportive services.

Commitment: Housing Advocates embrace the Housing 1st model presuming all households are housing ready. Housing Advocates are dedicated to serving households with the highest housing needs and barriers. Housing Advocates are committed to supporting, listening to, and advocating for households to empower them to achieve independence.

Areas of Responsibility:

- Assist with completing New Client Intakes
- Assist with Housing Location & Placement
- Provide ongoing Supportive Services:
 - In-home Visits
 - Stability Plan / Goals
 - Budgets
 - Needs Assessment
 - Linking to Benefits / Services
 - Unit Inspection / Health & Safety Checks
 - Income Verification / Annual Reviews
- Other
 - Assist with moving clients in/out of units, moving furniture, cleaning units, and lifting items.
 - Attend staff meetings, community events, and trainings as needed.
 - Complete other duties as assigned to ensure program compliance and client needs are met

Contact: Please provide resumes to Taffi W. | Housing Director | taffiw@shareandcarehouse.org