

THE DELORES PROJECT

Position: Lead Housing Advocate
Part/full Time: Full Time
Pay Range: \$39,000 (salaried)
Report To: Deputy Director

The Delores Project has, up until now, been known as Denver's largest provider of safe, comfortable shelter and individualized services for unaccompanied women and transgender individuals who are experiencing homelessness. We are excited to broaden our programs to add 35 one-bedroom Permanent Supportive Housing apartments to our organization that are planned to open in March, 2018. Our model of service is one of hospitality, respect and regard for the dignity of each guest and resident.

The Lead Housing Advocate (LHA) is a dynamic opportunity to manage the opening of Denver's newest PSH apartments. The LHA will be responsible for planning the opening of our PSH units, including involvement in identifying residents and working with them during lease-up, planning and implementing activities for all residents, overseeing the case management of all residents and supervising a part-time Housing Advocate and part-time Peer Navigator. The goal is to help residents continue towards stability and lead healthy lives by supporting them in identifying their strengths and assisting them in defining, developing, and creating personal goals.

What's in it for you?

- The opportunity to use your talents and life experience to support individuals formerly experiencing homelessness and help them move into and thrive in PSH apartments;
- Being part of a much admired nonprofit organization with a good reputation;
- The opportunity to work in partnership with a wide array of local private and public organizations;
- Working with a committed and supportive Board of Directors and staff;
- A competitive wage (relative to size of operating budget) and benefits package.

Primary Responsibilities:

- Participate in the lease-up process for all potential residents;
- Participate in the development of long and short term goals for the team that are consistent with program and organizational goals;
- Develop and implement permanent supportive housing program for chronically homeless individuals in alignment with the Housing First model;
- Work with PSH residents within a strengths-based, trauma-informed framework, helping them to stay housed in their apartments and connect to needed services;
- Proactively engage those individuals less inclined to seek assistance on their own; with the goal of meeting with each resident twice per month;

- Coordinate case management with other human service providers assisting clients;
- Design and implement community events to increase resident engagement in apartment community activities;
- Create and manage the Resident Advisory Council;
- Assist in developing and facilitating Skills Groups;
- Maintain appropriate documentation regarding progress, challenges, goal accomplishment, intake and exit data, etc. in HMIS for all residents;
- Collaborate with other community agency representatives and case managers in an effort to assist with improving resident's stability as appropriate;
- Regularly evaluate and report on the resident's accomplishments and challenges;
- Accurately input and track resident and program data using HMIS and other tracking tools;
- Train and evaluate program staff to maintain quality within the team, encourage growth and development of staff while instilling awareness of cultural diversity;
- Participate in trainings, committees, staff enrichment activities;
- Manage budget for PSH programs;
- Other program-related tasks as assigned;
- Maintain a flexible schedule, including some evenings and weekends, in order to best meet ranging needs of residents.

Qualifications:

- Direct human services experience required (minimum of two years);
- A willingness to engage in continuous learning about anti-oppression and social justice issues;
- Work or lived experience with communities of color, indigenous peoples, LGBTQ and people experiencing homelessness is particularly valued;
- Bachelor's Degree in social work, human services, sociology, psychology or related field required. Masters Degree preferred;
- Solid understanding of: strengths-based, trauma-informed and Housing First model of service; poverty/homelessness (especially as they pertain to individuals experiencing poverty);
- Knowledge of Denver human services systems and providers, including low income housing options;
- Proficiency in program evaluation database, knowledge of HMIS preferred;
- Demonstrate outstanding verbal and written communication skills, organizational and problem-solving skills, ability to exercise initiative and decision-making, ability to work independently;
- Intermediate computer skills, including MS Office suite;
- Demonstrated ability to work with people from diverse backgrounds and skills in a team-oriented work environment;
- Thrive in a dynamic environment;
- Successfully pass background check.

Working Conditions:

Work is performed primarily in an office setting and requires sitting for extended periods. However, this position works with and supports a residential environment to include walking, standing, lifting up to 30 pounds, carrying, pushing, pulling, bending, reaching, climbing, balancing, stooping, and kneeling. Work also includes manual dexterity for typing/operating computer, holding, grasping, and turning objects. Work also requires the ability to speak and use normal or aided vision or hearing. Other hazards may involve exposure to occasional loud noise, exposure to illness or unsanitary hygiene, and exposure to common household chemicals.

The Delores Project is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, Hispanic/Latino, indigenous people, and LGBTQ candidates are encouraged to apply.

To Apply

To apply, email your resume and a cover letter as an MS Word or PDF attachment to Laura Rossbert, Deputy Director, at laura@thedeloresproject.org.

Applications will be evaluated on a rolling basis. Applications accepted through November 14th, and anticipated start date is ASAP.