



Dove, Inc, established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

Dove, Inc. 302 S. Union, Decatur, IL 62522 • doveinc.org • dove@doveinc.org

Dove Homeward Bound

Housing Advocate Job Description

GENERAL RESPONSIBILITIES

The Housing Advocate is responsible for arranging supportive services for homeless individuals and families who are living in emergency shelters and transitional housing in the Decatur area. Under the direction of the Homeward Bound Client Services Coordinator, the Housing Advocate implements a system for delivery of services to clients in a manner that uses existing resources and that leads to self-sufficiency and permanent housing for clients. Examples of such services include housing, job training, employment, education, budget management, bankruptcy, legal matters, DCFS, personal counseling, independent living skills, health care, parenting skills, and substance abuse treatment.

EXAMPLES OF WORK

- Completes initial assessments of individuals and families.
- Provides case management and supportive clients
- Assists in developing individualized case plans.
- Enters data in computerized system for tracking progress of clients as they move toward self-sufficiency.
- Works with other services providers such as DCFS and DHA to develop and implement expedited housing plan.
- Documents services provided according to program standards.
- Arranges for services for clients through Illinois Department of Human Services.
- Assists clients with housing search, as needed.
- Staffs with and arranges for other agencies to provide direct services to clients.
- Monitors and staffs with agencies for provision of services on a regular basis.
- Conducts weekly home visits and office appointments, meets with clients individually to review progress toward goals and revise plans as appropriate.
- Completes documentation such as case noting.
- Accompanies clients to court and through the legal system.
- Completes 40 hours of domestic violence training
- Performs administrative requirements including completion of program forms, check requests and general correspondence to appropriate agencies.
- Attends and participates in all required Dove and Program specific meetings and events.
- Performs related duties as required.
- Understands and utilizes ethic values outlined in the Dove, Inc. Ethics Policy.

QUALIFICATIONS

Applicants should have at least two or more years of experience in social service field preferred. An academic degree in a related field may substitute for experience. Applicants should demonstrate problem solving and time management skills. Applicants should have good problem solving and time manage-

Dove Homeward Bound

Housing Advocate Job Description

page 2

ment skills, knowledge of consumer skills, job readiness, housing and home management, health, and well-ness information.

Applicant should have basic proficiency with calculator, keyboard, Microsoft Word, Excel, & Outlook. Applicant should have experience with computer appointment systems, data entry, and business writing. Applicant should demonstrate the ability to work on projects independently with strong personal organization.

Applicants should have effective communication skills and should be able to work in a cooperative team atmosphere and function smoothly under stress. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The introductory salary range for this position is from \$28,500 to \$32,000 per year with raises available each July 1st based on availability of funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life & disability insurance, direct deposit, matching retirement and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This is a full-time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. This employment is contingent upon continued funding for this position. The Dove, Inc. Housing Advocate reports to the Homeward Bound Program Client Services Coordinator. A program office is located at 788 East Clay Street. This position is funded through a grant, and no promise of employment is made beyond the end of that grant period.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

Revised June 2022