



*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](http://doveinc.org) | [dove@doveinc.org](mailto:dove@doveinc.org)*

## **Homeward Bound Program**

### **Special Programs Housing Advocate Job Description**

#### **GENERAL RESPONSIBILITIES**

The Special Programs Housing Advocate is responsible for arranging supportive services and housing placements for homeless survivors of domestic violence, including intimate partner violence or sex trafficking, who are referred by to the Dove Domestic Violence program and other special populations and their vulnerable family members. Under the direction of the Homeward Bound Client Services Supervisor, the Special Programs Housing Advocate implements a system for delivery of transitional housing and supportive 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, domestic violence service referrals, independent living skills, health care, parenting skills, and substance abuse treatment.

#### **EXAMPLES OF WORK- All work is VOCA allowable.**

- Completes initial assessments of individuals and families.
- Assists in developing individualized case plans.
- Assists clients with housing search.
- 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.
- Arranges for services for clients through Dove Domestic Violence program.
- Arranges for services for clients through Illinois Department of Corrections.
- Completes daily log and reports for Illinois Department of Corrections.
- Regularly attends taskforce meetings locally and statewide
- Completes documentation such as case noting.
- Completes random drug screens, as deemed necessary for clients for case planning purposes.
- Completes 40 hours of domestic violence training
- Performs administrative requirements including completion of program forms, check requests and general correspondence to appropriate agencies.
- Documents services provided according to program standards.
- 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 management skills, knowledge of consumer skills, job readiness, housing and home management, health, and well-ness information.

# **Homeward Bound Program**

## **Special Programs Housing Advocate Job Description**

*page 2*

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 \$32,000 to \$35,000 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. Special Programs Housing Advocate reports to the Homeward Bound Program Client Services Supervisor. 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 July 2023