

The ETH Coordinator will work with various SHINE referrals to ensure that victims of domestic violence, human trafficking and victims of stalking have access to safe housing. This position will help victims of violence to reduce barriers and avoid homelessness through connecting them with off-site emergency shelter and/or subsidies towards rent to help domestic violence victims to access transitional housing. This position will help clients to progress from shelter to transitional housing, and then on to permanent housing. Position has 24/7 on-call expectations to assist clients as needed. Reports to the Director of Crisis Housing & Chief Crisis Response Officer.

A Safe Place is a recognized 501(c)3 nonprofit organization listed under Lake County Crisis Center for the Prevention & Treatment of Domestic Violence Inc.

Position is located in Lake Forest, IL

RESPONSIBILITIES:

- This position will support clients becoming independent, obtaining and successfully maintaining permanent housing through supporting their efforts to find suitable affordable emergency and transitional housing.
- Coordinate intake assessments and eligibility evaluations to determine client's needs and appropriateness for services.
- Assist clients through providing case management, advocacy, counseling and A Safe Place's full complement of comprehensive services.
- Provide supportive services to help participants to increase their ability to remain in permanent housing, including legal services, life skills, counseling, transportation assistance, food, case management, child care, educational assistance, employment assistance and/or outpatient health services. This is critical as survivors of domestic violence face many barriers to maintaining housing.
- Familiarizing clients with program guidelines and requirements.
- Assess the client's needs and help clients to apply to all State or Federal entitlement programs for which they qualify (not simply referrals but helping clients to apply.)
- Help clients access the following, but not limited to, substance abuse services, health and dental care, and cell phone coverage.
- Provide information on the Illinois Domestic Violence Act, Orders of Protection and stalking laws to enhance client safety and abuser accountability
- Maintain and develop partnerships with area hotels and assist clients with emergency placement
- Maintaining, collecting and reporting financial logs and assistance forms as required by Agency.
- Develop partnerships with cooperating landlords and create subsidized rental housing.
- Perform outreach to community-based organizations, housing resources, and landlord associations to identify new and existing housing opportunities and build

strong relationships to better assist clients in accessing and transitioning into offsite housing.

- Educate landlords about specific agency policies that **MUST BE FOLLOWED** to keep families safe.
- Manage the related application process, any required updates (i.e. income, household size) and re-certifications in order to help clients maintain stable housing.
- Provide participants with rental assistance, application and/or security deposits, moving costs and utility deposits.
- Engage clients and encouraging them to fully participate in programming.
- Conduct weekly meetings with clients as directed by grant requirements.
- Conduct home visits as needed with a minimum of 1 per month.
- Implement prescribed client assessment tools and comply with reporting requirements including funder-prescribed evaluation. Ensure documentation in client records is appropriate, accurate, timely and in accordance with Agency's policies and funding requirements.
- Work closely with A Safe Place (ASP) staff to refer additional support services within ASP and outside ASP. Support other staff/programs as needed.
- Collaborate with the organizations that refer clients or provide services for ASP's clients.
- Attend and participate in staff meetings and perform additional responsibilities as assigned.
- Work as a team player in the organization.
- Conduct, attend and participate in appropriate training and education as requested.

QUALIFICATIONS:

- **Minimum - Bachelor in Social Work, Counseling, Education or closely related field.**
- Excellent written and oral communication skills. Proven ability to complete record documentation, develop group materials, express information clearly and concisely and participate in training and education for tenants.
- Bilingual Spanish preferred.
- **Travel is required.**
- Excellent interpersonal skills that demonstrate genuine concern and respect toward clients and other staff.
- Able to work independently and as part of the team and exercise mature judgment.
- Highly motivated self-starter with ability to coordinate multiple projects/tasks
- Must have knowledge of maintaining and executing confidential information.
- Ability to provide active listening, encouragement and support to tenants.
- Ability to motivate clients into action, to engage tenants in training and education and to support tenant progress toward achievement of their service plan and personal independence.

Ability to accept, understand and relate sensitively to people of varied socio-economic, racial, cultural, and experiential backgrounds.

A commitment to the philosophy and program of A SAFE PLACE, which includes a commitment to survivor's & children's issues, sharing a belief in helping to create a society free from violence, and in working in a cooperative environment.