

A Safe Place

Lake County Crisis Center

Associate Director of Crisis Housing

The Associate Director of Crisis Housing (ADCH) is responsible for overseeing Crisis Housing services to ensure that victims of domestic violence, human trafficking and victims of stalking have access to safe housing. The ADCH will be the initial contact for incoming survivors to complete intakes and determine housing needs and other appropriate services. The ADCH will be expected to maintain a respectable case of clients from the community and be available for on-going crisis support for clients within housing and case management services. The ADCH directly reports to the Chief Crisis Response Officer and works closely with all programs. This is an on-call position 24/7.

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.

RESPONSIBILITIES:

- Supervise Crisis Housing staff, volunteers, interns, and develop the skills in staff that are necessary to effectively perform their position responsibilities.
- Assist in hiring of staff as well as input in placement of interns and volunteers.
- Coordinate intake assessments and eligibility evaluations to determine client's needs and appropriateness for services.
- This position will support clients becoming independent, obtaining and successfully maintaining housing through supporting their efforts to find suitable affordable emergency and transitional housing.
- Provide participants with rental assistance, application and/or security deposits, moving costs and utility deposits.
- Assist clients through providing and developing a service plan, providing case management, advocacy, linking to other services such as 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.

- 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.)
- 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 along with collecting and reporting financial logs, assistance forms, spreadsheets on client data as required by Grant and Agency.
- Develop partnerships with cooperating landlords and create subsidized rental housing.
- Perform outreach and collaboration 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.
- Conduct weekly meetings with clients as directed by grant requirements.
- 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.
- Assist with Grant Development/Reporting to ensure success of program is documented and matched to Grant.
- Attend and participate in staff meetings, team meeting, trainings and perform additional responsibilities as assigned.
- Work as a team player in the organization.

QUALIFICATIONS:

- Master's degree in social work, counseling, or closely related field preferred. Candidates with a relevant Bachelor's degree and 4 years of experience may be considered.
- Bilingual Spanish preferred.
- Supervisory experience.
- Excellent written and oral communication skills.
- Ability to provide active listening, encouragement, motivation and counseling to clients through the use of self-help, empowerment model of service provision.
- Ability to manage time effectively and to organize and prioritize daily assignments and scheduling of client appointments.
- Flexibility in scheduling to meet client and agency needs.

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

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

NAME: _____

DATE: _____