Position Description: Housing Advocate

Classification: Full time, 40 hours per week, non-exempt employee; supervised by Director of Advocacy; pay band $23.69-$31 per hour, budgeted for lower half of pay band.

Purpose: Mosaic programming helps people who are impacted by sexual harm and intimate partner violence and are experiencing housing instability access safe, appropriate, and sustainable housing.

Qualities: The Housing Advocate is a relational, creative, and organized person who wishes to invest their energy in helping people navigate housing instability after experiences of harm. They are comfortable holding both the immediate and long-term: coordinating emergency shelter while helping someone identify what they need to move toward stable housing and other self-defined goals. They are skilled at building and maintaining relationships with program participants and community partners.

Outcomes:

A. People who have experienced sexual harm or intimate partner violence and are experiencing housing instability have access to responsive housing support;
B. Mosaic's motel program is effectively coordinated in alignment with organizational values, from placement through extension and exit;
C. Participants understand their housing options and have meaningful support in identifying and pursuing their own housing and other goals;
D. Participants have individualized housing plans that reflect their needs, strengths, preferences, safety concerns, and barriers;
E. Participants are connected to housing opportunities, community resources, and other supports that strengthen safety, healing, and housing stability;
F. Mosaic has strong relationships with housing providers, hotels, landlords, and community partners that expand housing pathways and accessible referrals;

Strategies:

1. Provide advocacy and support to people impacted by sexual and intimate partner violence, including support related to safety, resources, systems navigation, and housing;

2. Provide housing advocacy with Mosaic clients that supports people to retain current housing when possible, or to identify and pursue alternatives to motel or shelter when other options are safe, appropriate and desired;
3. Coordinate motel screenings, placements, extensions, transitions, and exits, including eligibility, communication, logistics, and documentation;
4. Conduct housing needs assessments, develop individualized housing plans with motel program participants;
5. Provide housing navigation, including identifying housing opportunities, supporting applications, communicating with landlords and housing providers, and navigating housing systems;
6. Help participants address practical barriers to housing, including transportation, documentation, applications, and move-related logistics;
7. Develop and maintain strong relationships with housing providers and other community partners to strengthen housing pathways and referrals;
8. Represent Mosaic at relevant community meetings and in other settings;
9. Complete all administrative duties related to the position, including maintaining timely and accurate participant records, program documentation, and required reporting;
10. Provide regular helpline coverage and on-call work, providing a variety of supports for people who have been impacted by sexual violence;
11. Participate in Mosaic's programs, events, education, prevention, organizational development, and broader social change work as needed.

Qualifications:

- Bachelor's degree and 2 years of experience in relevant field, or an equivalent combination of education, employment, and life experience;
- Knowledge of sexual harm and its impacts;
- Experience working with families or individuals in crisis. Experience working with people with harmful substance use or mental health disabilities and/or providing housing-based services a plus;
- Well organized with a strong ability to manage priorities and deadlines and solve problems independently and with others;
- Skilled in written and verbal communication, active listening;
- Commitment and ability to work with a team achieve shared goals;
- Familiarity with trauma-informed practices and de-escalation techniques a plus;
- Demonstrated commitment to equity and inclusion, and social and economic justice;
- A steady, compassionate presence in high-stress situations;

Position Requirements:

- This position performs work primarily in the office setting (regular phone and computer use) and also at locations throughout the community in a variety of

weather and physical conditions, and requires the ability to occasionally lift and carry up to 20 lbs (e.g., program supplies), with reasonable accommodation available.
- Valid Vermont Driver's License and reliable personal vehicle.
- Ability to share on-call responsibilities and work some evenings and weekends.

Additional Information:
Mosaic is an equal opportunity employer. We believe our work is strongest when our team represents a variety of lived experience, backgrounds, identities and skills and we include and value difference. We believe that our organization must honor the cultures, beliefs, and values of those we serve, and foster an environment of mutual respect, acceptance, and equal opportunity. Mosaic does not discriminate on the basis of race, color, creed, gender, disability, religion, ancestry, sex, national origin, age, sexuality, sexual orientation, marital status, status with regard to public assistance, or any other legally protected status, or any other factor protected by State and/or Federal non-discrimination statute.

How to apply
Please submit a letter of interest and resume by October 13th to mary@mosaic-vt.org or
Mosaic VT - Attn: Mary Mackie
P.O. Box 859
Montpelier, VT 05601

In your letter please let us know why you are interested in this position and joining the Mosaic team. Applications without a cover letter will not be reviewed.