



Cia Siab, Inc.

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Office: (608) 615 - 7117 | M-F 9:00 AM - 5:00 PM

24/7 WI Hmong Family Strengthening Helpline (877) 740-4292

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## Position Description

### ***POSITION TITLE***

#### **Housing Advocate**

### ***ORGANIZATIONAL SUMMARY***

Cia Siab, Inc. was founded in 2016 and is the sole provider of bilingual, bicultural social services in La Crosse County. Our mission is to provide culturally empowering advocacy to the Hmoob Community through holistic support services, with revitalization of the Hmoob language and culture as the foundation. Successful applicants will be able to demonstrate a commitment to racial and gender justice.

### ***POSITION SUMMARY***

Under the direct supervision of the Associate Director, the Housing Advocate (HA) will coordinate housing and basic services support for youth, adult, and elder participants in Cia Siab, Inc.'s domestic violence and sexual assault support services programs. Additionally, they will be responsible for coordinating the timely distribution of flexible financial assistance for our agency. Additional responsibilities include working closely with other program advocates, and representing the organization on community-based committees.

#### **Facilitating Safe Housing**

- Coordinate the agency's Housing First program, helping DV/SA survivors find and maintain safe housing;
- Assist clients with safety planning and goal setting related to safe housing needs;
- Work closely with housing consultant and other staff members to support survivors and families;
- Communicate verbally and in writing with providers of short- and long-term housing (i.e., landlords, hotel managers, etc.) to advocate for client needs;
- Maintain relationships with other housing organizations and represent Cia Siab, Inc. on various committees; and
- Complete grant reporting and data collection, as directed.

#### **Basic Needs Coordination and Referral**

- Coordinate timely distribution of flexible financial assistance to help clients meet housing-related goals;
- Create and maintain database of local governmental and nonprofit agencies that provide basic needs assistance;
- Work closely with program staff and volunteers to prioritize and meet client needs; and
- Complete other duties as determined by the Associate Director.

## ***POSITION RESPONSIBILITIES***

### ***POSITION QUALIFICATIONS***

#### **Education/Learning Experience**

Required: Associate's degree in sociology, social work, human services, human resources or another related discipline

Preferred: Bachelor's degree in a related discipline. Familiarity with the La Crosse Hmoob community. Hmoob language skills.

#### **Work Experience**

Required: Two or more years of relevant private, non-profit, or public sector experience

Preferred: Three or more years of experience in housing and/or basic needs service provision

#### **Skills/Knowledge**

Strong organization and project management skills. Excellent written and verbal communication and willingness to give presentations about the agency. Self-directed and motivated with the ability to establish agency-appropriate fundraising goals. Ability to work in a timely manner and on a flexible schedule. Proficiency with Microsoft Office, Google Docs, Gmail, keyboarding skills and the ability to learn new computer programs.

## ***COMPENSATION AND HOURS***

This position is full time, 40 hours a week, including paid holidays and Personal Time Off. The ability to work flexible hours, including some nights and weekends as necessary, with the majority of hours worked Monday-Friday, 9-5. Frequent local travel is required. Starting pay is \$25 an hour depending on qualifications and experience and includes health, dental, vision and simple IRA after probationary period (3 months).

## ***LICENSES AND CERTIFICATIONS***

Required: Valid Driver's License; successful completion of Wisconsin Caregiver background Check and national and state sex offender registration background checks

## ***PHYSICAL REQUIREMENTS/DEMANDS OF THE JOB***

Work involves occasional physical exertion with materials or equipment under 20 pounds, but not requiring effort so continued or sustained as to result in more than minor fatigue consequences. Ability to sit for long periods of time. This position does not offer the possibility of remote work; work activities require the employee to be on-site.

### **Acknowledgement Statement**

By signing this form, I acknowledge I have received, read, and understand that I must strictly observe and ensure compliance and requirements detailed in the position description. I understand that all positions are subject to the availability of funding. I acknowledge that Cia Siab, Inc. is a smoke, drug, alcohol and controlled substance free environment. I also understand that Cia Siab, Inc. is an “at will” employer and that my employment may be terminated at any time without due cause.

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Executive Director

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Date

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Employee Signature

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Date

... Cia Siab, Inc. is a Non Profit Organization & Equal Opportunity Employer