

**Bilingual Housing Advocate**

**JOB CODE:LR007**

**Schedule: Full Time On-Site, Monday-Friday (primarily)**

**Salary: Starting at \$17.00+ based on experience**

**Work Status: Regular**

**Location: Milwaukee, WI**

**Why Choose UMOS? You can make a positive difference in the lives of those who need it the most!**

Programs and services provided by UMOS are divided into three major divisions: workforce development, child development, and social services, which include farm labor housing, Teen Tobacco Prevention, HIV prevention services, domestic violence, sexual assault and human trafficking supportive services, home energy assistance, food pantry, farm labor housing and after school programs. In addition to these programs, UMOS sponsors and organizes a number of corporate, cultural and community events in Wisconsin. Currently, UMOS operates 40+ programs in several states.

**Benefits Include:**

Paid Time Off; 12 Paid Holidays; Health, Dental, and Vision Insurance; Short Term and Long Term Disability Insurance; Life Insurance, Accidental Death & Dismemberment (AD&D) insurance; Retirement plan options (401(k) and/or ROTH IRA)

**Are you looking for a career that will allow you to positively impact the lives of others? We have an amazing opportunity available!**

The Bilingual Housing Advocate will coordinate housing stability advocacy, provide referrals, safety plans, and administers client assistance funds to survivors impacted by domestic violence or sexual assault. The advocate will assist victims in need of financial assistance with rent emergency lodging, utilities bills, food, housing essentials and other allowable costs. The advocate will work closely with UMOS advocates and community partners to in Milwaukee and five East Central Wisconsin rural counties.

**Primary Responsibilities:**

1. Screen potential clients for Living in Peace program eligibility
2. Conduct intake, complete program application process and link clients to program and other community resources
3. Assist clients research, identify and secure affordable housing
4. Prepare and submit check requests and purchase requisitions
5. Assist participants secure and/or purchase housing essentials and other basic housing needs.
6. Identify and collaborate with various landlords to identify housing units that will benefit Living in Peace Housing program
7. Provide mobile advocacy and community engagement as needed
8. Attend Open Houses and/or viewings of available apartments (evening and/or weekend viewings)
9. Provide transportation as needed for clients with transportation barriers
10. Assist clients with developing personal budget goals and assist victims with opening checking or savings account
11. Track expenditures to stay within budget
12. Maintain Living in Peace data of participants, services provided, meetings attended,
13. Ensure timely data entry of services and submit complete and accurate reports, including but not limited to Excel, Osnium database
14. Conduct reviews, monitor and analyze project performance and prepare program efficiency reports.
15. Compile monthly reports of activities regarding progress, barriers, success, and solutions.
16. Adhere to all applicable federal and state laws, including but not limited to those governing client confidentiality, privacy, and documentation including agency policy.
17. Perform other duties and responsibilities as assigned to ensure services are provided to victims of sexual assault, and human trafficking and objectives of program are met.

**Qualifications:**

- 1) Bilingual in Spanish/English; verbal and written **REQUIRED**
- 2) Associates degree or two years of post-secondary education in relevant field (e.g., Criminal Justice, Human Services, Social Work, Psychology) Note: Additional years of work experience in a relevant field can be substituted for one year of education.
- 3) At least one year of professional experience in advocacy, case management, providing direct crisis intervention and community outreach.
- 4) Knowledge of human service delivery systems and systems advocacy
- 5) Knowledge of the fundamentals of working with victims of DV, sexual assault and/or human trafficking.
- 6) Ability in monitoring participant progress and issuing necessary reports; developing community support and linkages.
- 7) Demonstrated knowledge and ability to work independently and as a team member
- 8) Proficient computer skills and experience using current versions of Microsoft Office Suite such as Office 365 (Word, Excel, Outlook, etc.).
- 9) Must have ability and willingness to travel and work irregular hours (non-standard and evenings).
- 10) Must have own transportation, possess a valid driver's license and have adequate insurance.

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*Equal Opportunity Affirmative Action Employer*