

## **Housing Advocate- Bilingual**

**JOB CODE: LR007**

**Schedule: Full Time**

**Work Status: Regular**

**Salary: Competitive salary, based on experience**

**Location: UAMOS Corporate Offices**

**2701 Chase Avenue Milwaukee, WI. 53207**

### **We Invite You to Join UAMOS' Diverse & Dedicated Team**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UAMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UAMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

#### **Benefits**

To support its team members, UAMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UAMOS annually contributes at least 3% of employees' eligible compensation

## **Advancement**

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

## **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, Osnum 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 and English (Required Oral and Written)
2. Minimum of a High School Diploma (or equivalent) supplemented by two years of post-secondary education, in a relevant field. *Note: Additional years of work experience in a relevant field can be substituted for one year of education.*
3. One year experience serving vulnerable and/or at risk underserved populations
4. Demonstrated experience providing client care and leveraging resources that will assist client achieve safety and self-sufficiency.
5. Demonstrated experience utilizing case management techniques; effectively utilizing a complex service delivery system
6. Able to maintain and utilize client's confidential information to assist individuals in the referral and placement process.
7. Ability and willingness to travel and work non-standard and evening hours
8. Able to maintain and utilize client's confidential information to assist individuals in the referral and placement process.
9. Must have a car and adequate car insurance and able to travel and work irregular hours.

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*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*