Tolowa Dee-ni' Nation
Position Description

Title: Shelter Stability Advocate I
FLSA: Non-Exempt
Pay Grade: 5 ($20.45 – $28.29)
Subordinates: No

Department: CFW
PL 101-630: Yes
Supervisor: Homelessness Intervention Coordinator
Grant Funded: Yes

Position Summary:
The Shelter Stability Advocate will provide permanent and affordable housing resources and linkages to appropriate services to individuals who are experiencing homelessness or at risk of homelessness and who may have complex health or behavioral conditions. The Technician will assist and support homeless or at-risk of homelessness individuals enrolled in CFW's housing programs and will work directly with program participants. This position will perform case management and eligibility tasks, participate in community outreach activities, work with community partners to expand knowledge and availability of housing resources in our service area, and contribute to the goals of the Community & Family Wellness Department.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing. Qualified American Indian Preference applies.

Essential Duties and Responsibilities:

1. Conduct initial intake (including explaining regulations and program rules) and screening to determine program eligibility for Bringing Families Home and Home Safe programs.
2. Participation and collaboration in family engagement and/or prevention activities, supporting program staff, complete project proposals for events, and other administrative duties.
3. Determine appropriate housing options (including assisting with housing search), provide case management, provide housing retention support, and other support service needs.
4. Develop individualized housing service plans with measurable goals and objectives to assist participants in achieving their desired outcomes and coordinate services with other agencies
5. Assist participants in identifying and securing housing. Assist participants to get "document ready" by supporting them to obtain IDs, Social Security cards, birth certificates, and other key documents needed to successfully obtain housing
6. Assist with applying for and obtaining sustainable income through government programs such as Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), or Cash Assistance Program for Immigrants (CAPI)
7. Network with other agencies & community-based organizations to support individuals in attaining services such as housing, mental health care, medical treatment, financial assistance, etc.
8. Maintain documentation of activities in accordance with funding requirements. Prepare, maintain, and update activities files/e-files for record keeping purposes.
9. Other duties as assigned.

Personal Traits:

All Tolowa Dee-ni' Nation employees are expected to consistently demonstrate the organization's values: integrity, cultural sensitivity and respect for traditional values, continual learning and improving, compassion, teamwork and pride. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Required Knowledge:

All Tolowa Dee-ni' Nation employees are expected to have general knowledge of typical office technologies such as computers, printers, copiers, fax machines, and typical office software.

Job Specific knowledge is listed below:

Knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people.
Knowledge of current issues in the field of social welfare; social services programs including Domestic and family violence, sexual assault, stalking and other public welfare programs on the Federal, State, and local level.
Knowledge of the Indian community, its organization, and needs.
Knowledge of community support systems, health care and human service resources.

Required Skills and Abilities:

All Tolowa Dee-ni' Nation employees are expected to have a broad range of skills and abilities centered around a strong citizen focus, efficient performance, and teamwork. All employees should have customer service skills, interpersonal skills and good communication skills. All employees should have the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly. Finally, all employees should have the ability to understand and manage citizen confidentiality.

Job specific skills and abilities are listed below:

Communication skills
Problem solving and critical thinking skills
Interpersonal skills and teamwork.

Minimum Requirements

- High School Diploma or equivalent (GED)
- 2 years of practical experience in social and/or community services or determining eligibility and case management for services such as childcare subsidies, TANF, CalWORKs, Housing assistance subsidies, etc.
- Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Nation's insurance policy.

Physical Requirements:

- Use hands and arms to operate office or field equipment.
- Sit more than half the workday.
- Stand and/or walk less than half the workday.
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors for prolonged periods of time.
- Use hands and arm for repetitive motion tasks consistently for more than one hour at a time.
- Lift or carry unaided less than 50 pounds.
- Push or pull using up to moderate force.
- See and hear with normal acuity.

Working Conditions:

- Work is conducted in a standard office environment
- Moderate travel is required (up to 50% of the time)
- Work is sometimes in confined spaces and in areas of high noise and/or high/low temperatures

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____Date: _____