

## **Centre Safe Job Description Housing Intake Advocate**

Reports to: Direct of Housing Services  
Status: Full-time  
Typical Work Hours: 40 hours per week  
FLSA Classification: Non-Exempt  
Position Grade: B/C  
Revision Date: May 2022

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### **Organizational Expectations:**

All employees at Centre Safe will demonstrate a commitment to our Core Values:

- Empower survivors through trauma-informed and client-centered services that are intentionally equitable, inclusive, diverse, confidential, professional, and responsive to identified client and community needs.
- Eliminate violence by challenging the structural inequalities and oppressions that perpetuate gender-based violence, recognizing intersectionality in the ways violence is experienced by survivors and the wider community.
- Enhance and value our human resources through ethical stewardship of the knowledge, expertise, lived experience, and courage of spirit of the staff, volunteers, and directors, as well as our financial resources, facilities, and community relationships.

Employees are expected to become familiar with the Centre Safe Employee Handbook and abide by the policies within it.

All Centre Safe employees and Counselor/Advocate volunteers are Mandated Reporters of child abuse and will obtain the required clearances (Criminal Background, Child Abuse, and FBI) upon employment. All Centre Safe employees and volunteers will maintain and uphold client confidentiality under Pennsylvania State Law, specifically 23 PA C.S. 6102 and 42 PA CSA Sec. 5945.1.

### **Job Summary:**

The Housing Intake Advocate will provide direct services to housing clients including individual counseling and advocacy, the development of individual goals, systems advocacy, information and referrals, assessments, and intake and exit interviews.

### **Essential Responsibilities:**

- Triage Centre Safe housing calls
- Conduct assessments and intakes for housing assistance and program eligibility
- Provide case management around housing client needs
- Maintain current and accurate records and files for housing clients, including regular recording and maintenance of client records on the Efforts to Outcomes (ETO) system and Empower Database

- Provide other direct services to housing clients including individual counseling and advocacy, the development of individual goals, systems advocacy, information and referrals, and exit interviews.

**Other Responsibilities:**

- Participate with systems advocacy and related meeting, as delegated
- Participate in facilitation of support groups as necessary
- Participate in Centre Safe office staffing in State College and staffing of the hotline during off hours
- Attend weekly and monthly staff, team, and case management meetings

**Qualifications:**

- Bachelor's degree or a minimum of two years' experience working in the human services field is preferred
- Ability to interact professionally with diverse groups of individuals
- Must successfully complete the Centre Safe Counselor/Advocate Training post-employment
- Must maintain a valid driver's license and have reliable motor vehicle transportation
- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar, and spreadsheet programs (Microsoft Office programs preferred)

**Supervisory Responsibility:** N/A

**Working Conditions:** Includes working in an office on a computer and within the community at a variety of locations, mostly indoors with some time outdoors in different weather settings. Should expect to work some evenings, weekends, and early mornings.

**Mental and Physical Requirements:** Ability to transport self and materials to locations within Centre County. In some circumstances travel times may exceed one hour. May need to lift and transport heavy materials at times up to 25 pounds.

*This job description is not a comprehensive list of all activities, duties or responsibilities and may change without advance notice. This job description is also not a contract for employment and does nothing to change the at-will status of employment. The employer is an Equal Opportunity Employer.*

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_