NEW JERSEY ASSOCIATION ON CORRECTION
JOB POSTING

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Reports to:</th>
<th>FLSA Status:</th>
<th>Department:</th>
<th>Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Specialist</td>
<td>Housing Director</td>
<td>Exempt FT</td>
<td>PCWC</td>
<td>Program Professional III</td>
</tr>
</tbody>
</table>

If interested please submit your application to: 
Sonjii West, HR Director: swest@njaconline.org or 609-396-8999

(This position will focus primarily on Housing however will support other client needs as well.)

Purpose
1. To provide safety, support, advocacy and resources for survivors of domestic violence and their children.
2. To work relentlessly to change the systems and attitudes that allows this abuse to continue.

Our Guiding Principles
1. Passaic County Women’s Center is the center for providing leadership, support, and advocacy for this work in Passaic County.
2. We know that we cannot do this alone. We will provide the leadership to build effective community partnerships and drive the systems changes required to end assaults on women.
3. We are committed to the empowerment of all women and believe that all people should be valued without bias and should be treated with dignity and respect.
4. Domestic violence is never the fault of the survivor.
5. We will promote safety, justice and autonomy for survivors of domestic violence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:
The Housing Specialist is responsible for coordinating PCWC county-wide emergency housing services in addition to, assisting each family that stays at the Passaic County Women’s Center Domestic Violence Shelter secure safe, stable, affordable, permanent housing.

- Implement emergency housing and Domestic Violence Housing First (DVHF) Project, including historically marginalized survivors:
- Establish hotel placement system for emergency placements.
- Work with NJCEDV’s Housing Coordinator and local housing organizations to develop a network of housing resources for survivors.
- Coordinate DV Housing First project within the county, including survivor-driven, trauma informed mobile advocacy, and flexible financial assistance.
- Provide financial literacy to all accessing services.
- Identify and support survivors with emergency housing needs.
- Meet, at minimum, one hour per week with each client to help client secure affordable, safe, permanent housing.
- Provide housing support advocacy and rental readiness trainings to current residents,
- Work closely and cooperatively in team setting within all PCWC programs and agency-wide staff to secure desired outcomes;
- Serve as liaison between social service providers and clients to identify and secure eligible services; (TRA, Sec 8, etc)
- Help families access resources for housing related assistance; (i.e. furniture procurement, utility assistance, etc.);
- Seek out and form relationships with real estate management professionals to identify new sources of safe, affordable housing for victims of domestic violence.
- Educate real estate community of the side effects of domestic abuse landlords misinterpret as poor tenancy;
- Advocate with managers and owners for tenancy and negotiate move-in costs;
- Combat future homelessness by providing follow-up services at preset benchmarks;
- Work with client’s Case Manager to coordinate connection with other services as needed;
- Compile statistical data and reports are required;

Housing Specialist 5/2020
• Ability to answer callers reaching out for services through our 24-hour hotline.
• Participate and assist with program and agency projects and events.
• Attendance and participation in staff meetings and supervisory conferences throughout NJ is also required.
• The ability to observe and follow established administrative procedures.
• Valid operators’ license; ability and willingness to travel off-site.
• Other duties as may be assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
• Ability to communicate orally in the English language or other language as may be specified, with clients, agencies, the public and in group and face-to-face, one-on-one settings.
• Ability to work cooperatively with other employees, clients, and the public.
• Ability to solve practical problems and deal with a variety of situations where only limited information exists.
• The employee in this position is often required to lift up to 50lbs., stand, walk, reach with arms and hands, climb or balance, use fingers, stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
• Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, use of an insured vehicle, and have an acceptable driving record.
• Position subject to criminal background check.
• Certification of 40 hours of Domestic Violence Training to ensure Victim Counselor Privilege per N.J.S.A. 2A:84A-22.15.

EDUCATION AND EXPERIENCE:
B.A. in social services or related field
Knowledge of human service delivery systems and systems advocacy
Two years experience working with re-homing homeless populations
Current 40 Hour Domestic Violence Certificate
Experience with housing programs (EA, TRA, Sec 8) is highly desirable
Excellent presentation and training skills
Basic computer skills

SUPERVISORY RESPONSIBILITIES:
This job has no supervisory responsibilities.

ASSOCIATION PHILOSOPHY: All Association employees must be committed to the New Jersey Association on Correction’s philosophy: “To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs.”

The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.