



## **JOB DESCRIPTION**

**Job Title:** Self-Sufficiency Advocate (HIV/AIDS)  
**Reports to:** Manager of Self-Sufficiency  
**FTE:** Full Time  
**Languages:** Bilingual Required, Spanish/English

The Self-Sufficiency Advocate is responsible for providing mobile comprehensive services to survivors of domestic violence, specifically focusing on the HIV/AIDS population. This Advocate helps identified survivors to create a path from crisis to self-sufficiency. The Advocate assists clients in achieving personal, financial, employment housing, and other goals. The Advocate will provide extensive safety planning, risk assessment counseling, intervention planning, referrals, and support. The Advocate will work with a team, both internal to NDS and external partners, to connect program clients with appropriate community agencies and resources.

### **RESPONSIBILITIES:**

- Conduct individual sessions with clients to identify needs, set goals, make referrals and track client progress
- Provide long term, mobile case management including: safety planning, risk assessment, intervention planning
- Identify pre-housing obstacles and work with client to overcome these obstacles; support clients in finding and securing safe and affordable housing and continue to work with client after housing is obtained with intensive case management
- Coordinate referrals and connections with Health Trust and other service agencies
- Maintain client files and records
- Maintain current referral/resource information and network in community to keep referrals active and up to date
- Submit monthly statistical reports
- Attend monthly department meetings and Next Door Solutions All Staff meetings.
- Meet with management for supervision monthly and as needed
- Maintain up-to-date training on domestic violence and other related topics

### **QUALIFICATIONS:**

- BA, BSW or AA degree plus 3 years' experience in the provision of domestic violence services
- Knowledge of trauma informed services
- Knowledge or interest in HIV/AIDS
- Excellent written and oral communication skills
- Ability to work individually one-on-one with clients and as part of a team
- Excellent interpersonal skills
- Ability to work under pressure and multitask
- Ability to meet assigned deadlines
- Must be available for occasional evening assignments
- Knowledge of domestic violence with 40 hour Domestic Violence Training certificate preferred
- Bilingual-Spanish/English