**J O B D E S C R I P T I O N**

**JOB TITLE: Homeless Advocate**

**REPORTS TO: Advocacy Director**

**EXEMPT:** **NON-EXEMPT:** X

**HOURS:**  Full Time

**JOB SUMMARY: The ECHO Homeless Advocate will work one on one with neighbors transitioning out of homelessness through case management of motel guests, safe parkers, and rapid rehousing funding recipients. This position requires a go getter who will help the organization pioneer the safe parking lot program, the utilization of rapid rehousing grant funding, and a nonprofit motel.**

**ESSENTIAL FUNCTIONS:**

**Case Management**

Will conduct case management for:

* Neighbors on the verge of homelessness
* Neighbors recently experiencing homelessness
* ECHO families currently sheltering in motels
* Individuals enrolled in ECHO's Safe Parking Program
* ECHO families receiving rapid rehousing assistance

**Reporting**

* Maintain up to date, comprehensive case notes
* Maintain up to date grant tracking for motel guests and rapid rehousing recipients

**Create**

* Be an active participant on the ECHO Shelter Committee
* Will be actively involved in the launch and refinement of the Safe Parking Program.
* Grow a robust team of interns, volunteers, and eventually employees
* Work closely with the Director of Operations to create streamlined payment procedures for Rapid Rehousing dollars
* Work closely with the Director of Advocacy and the Executive Director to pioneer a nonprofit motel concept

**QUALIFICATIONS:**

* Extensive leadership experience.
* A passion for service and people
* Ability to work in a high neighbor contact area and fast paced environment
* Ability to innovate and refine new areas of service and shelter
* Ability to work a flexible work schedule including limited weekends and on call emergencies
* Knowledgeof standard office processes, procedures, and equipment

**Demonstrated Knowledge and Skills:**

* A heart for service and strong work ethic
* Demonstrated ability to advocate, organize, direct/guide, problem-solve and provide results
* Contributes positively as a member of a productive and cooperative team
* A high level of openness and willingness to receive feedback/suggestions from supervisors and others, and to learn new skills to improve job performance
* Possess both verbal and written communication skills in order to communicate effectively with neighbors, volunteers, members of the community and colleagues
* Possess active listening skills
* Possess a high degree of social perceptiveness- being aware of others’ reactions and understanding why they react as they do
* Utilize time management skills and tasks for self and others.
* Ability to encourage, train, motivate, and retain volunteers and interns
* Ability to monitor/assess the performance of self and others in order to make improvements and take corrective action

**Physical Requirements:**

* Intermittent physical activity including bending, reaching, sitting, standing, walking and keyboarding; carry up to 40 pounds

**Initial Evaluation Period:**

* 90 Days

**Starting Pay Range:**

* Salary or pay is commensurate with experience

**Contact information:**

Please submit resume to Iris Thurman: advocate@echofl.org

ECHO of Brandon

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