

**HUBBARD HOUSE, INC  
RELOCATION ASSISTANT ADVOCATE**

**WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

HS diploma or GED with at least four years applicable experience preferred. Experience working with victims of domestic violence or social/human services field recommended. Experience working in an agency providing exclusive services to victims of domestic violence (e.g. certified centers/shelters, Family Justice Centers, state/national coalitions) a plus. Experience in Microsoft Office (or equivalent) and data entry. Organizational skills and attention to detail are required, to ensure that quotes/prices are secured from reputable vendors. Strong business acumen in securing the best and timeliest services is essential to ensure effective support of victims. A valid driver's license and dependable transportation required. Vehicle insurance must be maintained. Must meet eligibility requirements for Hubbard House, Inc. vehicle insurance coverage (MVR).

**JOB SUMMARY:**

The Relocation Assistant Advocate position is primarily responsible for facilitating and managing relocation assistance for victims of domestic violence. The Relocation Assistant Advocate will work collaboratively with victims, other Hubbard House direct victim services staff, community partners, service providers, vendors, the Hubbard House finance department, and businesses to establish a system to ensure relocation assistance for victims of domestic violence. Leads provide the team guidance for daily work activity direction under the supervision of the program manager. Additionally, the Relocation Assistant Advocate may provide assistance to victims of domestic violence through advocacy, crisis intervention, safety planning, lethality assessments, and follow-up services to survivors of domestic violence as needed.

**KNOWLEDGE/SKILLS/CONTACTS:**

1. Must respect and advance Hubbard House mission.
2. Must have superior organizational, documentation, and attention to detail skills.
3. Must have experience working with vendors and businesses.
4. Must have experience working with contracts and submission of reports for funders and government agencies.
5. Must possess effective computer literacy skills (Microsoft Office Suite, data entry skills, word processing, Windows-based software programs, client management programs, basic email skills, etc.).
6. Must possess effective oral and written communication skills (includes appropriate telephone, email, and social media etiquette).
7. Must possess effective reading comprehension skills.
8. Must possess strong customer service skills (courteous, friendly, etc.). Requires the ability to identify and solve problems in a calm, logical manner. Problem solving will include cooperative efforts with the program participants, volunteers, donors, and other Hubbard House staff.
9. Must be ethical (honest, responsible, accountable, demonstrates integrity).
10. Must be self-motivated, have the ability to work independently, demonstrate

sound judgment, prioritize tasks, manage time efficiently and resources effectively.

11. Must be adaptable (open to feedback, change, new ideas) and be flexible in job tasks within a team format. Ability to be flexible in working hours to address emergency situations, shift coverage, meetings, speaking engagements, and various departmental/agency priorities.
12. Must be able to work within an empowerment-based service delivery system
13. Ability to work respectfully, non-judgmentally, and professionally with diverse groups of people and various populations in a culturally competent manner. This includes internal and external contacts such as program participants, Hubbard House staff, volunteers, donors, the Sheriff's office, the State Attorney's office, Hubbard House visitors, other agency representatives, project partners, and the community at large.
14. Ability to uphold and advance Hubbard House non-discrimination policy: Hubbard House, Inc. does not discriminate on the basis of race, color, religion, age, national origin, mental or physical disability/disability status, sex/gender, pregnancy, military status/status as a veteran, genetic information, citizenship, immigration status, marital status, sexual orientation, gender identity, gender expression, limited English proficiency, language spoken, or other legally protected status.
15. Ability to effectively provide advocacy services, safety plan, conduct lethality assessments, community referrals, and counseling.
16. Ability to provide effective, immediate crisis intervention for victims and to work effectively to de-escalate crisis situations.
17. All staff who will be working directly with victims are required to successfully complete approved Department of Children and Families (DCF) 30-hour training. This must be done within ninety days of initial employment and no unsupervised contact with victims will be permitted prior to completion of training and registration with DCF for privilege communication status. Must also maintain annually required approved on-going training.
18. Must maintain eligibility requirements for Hubbard House, Inc. vehicle insurance coverage.

**TO APPLY:**

Please complete our online application at <https://www.hubbardhouse.org/careers> and attach your resume. Hubbard House, Inc. is an Equal Opportunity Employer. No phone calls please.