

COACH (Economic Empowerment) Advocate

Position assists victims of domestic violence seeking economic sustainability and housing stability. This position will work directly with Hubbard House program participants through implementation of economic empowerment strategies, career development, and increasing housing options. The Lead Economic Empowerment Advocate must have the ability to motivate and inspire program participants towards career success. Is also responsible for developing community collaborations to advance economic opportunities for victims of domestic violence. Must be able to build, maintain and foster relationship with community in order to serve the needs of our diverse clientele. Flexible schedule to include nights and weekend.

WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:

BA/BS with experience in human resources, job placement or career counseling preferred. AA considered with at least two years applicable experience. HS diploma or GED considered with at least four years applicable experience preferably working in a certified domestic violence center. This position requires experience working with individuals with barriers to employment. Demonstrated ability to build relationships and work well as a part of a team in a fast-paced environment

The advocate must have a strong understanding of and commitment to the philosophy of the battered women's movement and knowledge of the feminist analysis of battering, as well as the dynamics of domestic violence, knowledge of root causes of violence against women and oppressed groups.

Experience in Microsoft Office (or equivalent) and data entry. 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.

JOB SUMMARY:

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PRINCIPAL JOB DUTIES:

1. Direct Service: Provides direct services to survivors of domestic violence seeking economic sustainability and housing stability so they may have the choices, support, and linkages necessary for them to be successful in pursuing a violence-free life.

1.1 Develop and implement an economic empowerment program to include components such as (but not limited to):

- a) Economic Empowerment curricula adaptation and delivery
- b) Financial literacy
- c) Economic advocacy
- d) Earned Income Tax Credits awareness
- e) Microloans, micro enterprises, or matched savings/Individual Developmental accounts programs
- f) Credit repair assistance
- g) Financial aid assistance
- h) Explore partnerships and opportunities to increase assistance for supportive services for long-term job stability (e.g. transportation, childcare, stable housing, job coaches/mentors).
- i) Explore partnerships and opportunities to create business opportunities for program participants.
- j) Assist survivors of domestic violence with identifying and securing affordable housing.

1.2 Assist survivors of domestic violence with identifying and attaining their employment/career goals such as (but not limited to):

- a) Provide individual career counseling
- b) Provide individual job readiness assessments
- c) Provide assistance with resume writing
- d) Provide assistance with job searches
- e) Provide training/information regarding job interviews
- f) Provide mock interviews
- g) Provide career advocacy with other Hubbard House staff, the community, and employers for program participants
- h) Provide access to appropriate attire for interviews and jobs
- i) Provide assistance with completing job applications
- j) Assess and assist program participants with overcoming barriers to employment
- k) Provide feedback to program participants regarding job performance and communication skills needed for successful employment
- l) Provide job readiness workshops to address the multivariate skills and knowledge needed to secure and maintain gainful employment
- m) Provide for computer skill training
- n) Works directly with program participants to determine areas of need, set goals and when appropriate develop a Career Advancement Plan

- o) Develop and keep current job readiness curriculum, assessment, and schedule for program participants
- p) Assist survivors of domestic violence with educational goals

1.3 Resource Advocacy

- a) Collaborate with community agencies including, but not limited to: local literacy programs, career centers, Job Links, Dress for Success programs and local libraries
- b) Conduct extensive outreach in the community so that in addition to survivors gaining economic empowerment services via center services they are already receiving, survivors will be connected with local literacy programs, GED programs, English as a Second Language programs and other identified referral sources
- c) Establish partnerships with local businesses, government, education systems, healthcare facilities, employment agencies, and other social service agencies for purpose of referring program participants for available jobs
- d) Develop collaborations with other job readiness training programs as a resource and for participation by Hubbard House program participants
- e) Develop public relations materials in order to inform public and program participants about the COACH program
- f) As assigned, may be required to attend/facilitate internal and/or external meetings
- g) As assigned, network with community agencies to establish a referral base for program participants to access needed services as it relates to job readiness in an efficient manner
- h) As assigned, works closely with other Hubbard House staff to ensure Agency representation on community coalitions and task forces aimed at coordination of services
- i) As assigned, participate in community education presentations and extended training
- j) Participate in all required sponsored events, trainings, technical assistance, learning exchanges, conference calls and webinars
- k) Case Management
 - 1.3.k.1 Records and compiles statistical data regarding program participants, services, and program deliverables
 - 1.3.k.2 Submits reports to supervisor within designated time frames
 - 1.3.k.3 Keeps accurate records of volunteer time donated to the program and submits to volunteer department with monthly statistical reports
 - 1.3.k.4 Completes the necessary records, outcome measures, schedules and timesheets, in an accurate and timely fashion
 - 1.3.k.5 Documents services utilizing program participant management system
 - 1.3.k.6 Participate in program evaluation efforts
- 1.4 Assume all other duties as assigned by supervisor

KNOWLEDGE and SKILLS

- Must respect and advance Hubbard House mission.
- 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.).
- Must possess effective oral and written communication skills (includes appropriate telephone, email, and social media etiquette).
- Must possess effective reading comprehension skills.
- 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.
- Must be ethical (honest, responsible, accountable, demonstrates integrity).
- Must be self-motivated, have the ability to work independently, demonstrate sound judgment, prioritize tasks, manage time efficiently and resources effectively.
- 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.
- Must be able to work within an empowerment-based service delivery system
- 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.
- 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.
- Ability to effectively provide advocacy services, safety plan, conduct lethality assessments, community referrals, and counseling.
- Ability to provide effective, immediate crisis intervention for victims and to work effectively to de-escalate crisis situations.
- All staff who will be working directly with victims are required to successfully complete approved Florida Coalition Against Domestic Violence (FCADV) 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 FCADV for privilege communication status. Must also maintain annually required approved on-going training.

- Must maintain eligibility requirements for Hubbard House, Inc. vehicle insurance coverage.

Description of Benefits for Full Time Employees

Very generous PTO policy (4 weeks off per year), increases after 3 & 7 years of service.

We honor most Federal Holiday's plus two Floating Holidays.

Health & Dental Insurance available when eligible; Hubbard House covers roughly 80% of cost, depending on your choice of policy coverage. Short-Term & Long-Term Disability and Life Insurance available when eligible; Hubbard House covers 100% of cost. Supplemental insurances also available.

Tuition Reimbursement and 403B plan with matching contributions available when eligible.

EOE