



## **RELOCATION ASSISTANT ADVOCATE**

### **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.

### **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). Applicant must pass level-2 background screening.

All duties and requirements are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

### **FULL TIME / NON-EXEMPT**

**PAY:** From \$17.00 per hour (commensurate with experience)

**TO APPLY:** Qualified candidates are encouraged to apply by emailing a resume to [employment@hubbardhouse.org](mailto:employment@hubbardhouse.org). Please place the job for which you are applying in the subject line. No phone calls. Hubbard House, Inc. is an Equal Opportunity Employer.