

# Breaking Free, Inc.

## Permanent Housing Advocate

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**Job Title:** Permanent Housing and Property Management Advocate

**Department:** Permanent Housing Program

**Reports to:** Permanent Housing Program Manager

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### POSITION SUMMARY

The Permanent Housing and Property Management Advocate is responsible for coordinating, developing, and implementing a broad range of advocacy and management services to survivors of sexual exploitation who resides in Breaking Free's Permanent Supportive Housing Program.

### RESPONSIBILITIES

- Complete intakes, assessments, service plans, and progression of services needed and received for clients
- Provide quality services to women who are victims of sexual exploitation, included but not limited to: individual counseling, group counseling, safety planning, and transportation
- Processing applications, leases and move-in paperwork
- Manage rent collections and late notices
- Manage delinquency and file evictions as necessary
- Monitors and deliver infractions
- Process invoices and payables
- Process notices to vacate and move-outs
- Walk the property regularly and inspects for cleanliness and curb appeal
- Maintain confidentiality of all client information
- Provide appropriate orientation of residence for women, assist women to normalize routines and activities
- Facilitate monthly residential meetings
- Network with other agencies to provide assistance for women as needed
- Complete service logs and all necessary paperwork to document hours of service, training, etc. and submit to designated staff
- Maintain client files
- Participate in applicable internal and external meetings
- Assist with public awareness activities and other special events

- Ability to work flexible hours
- Any other duties assigned and deemed necessary for the effective and efficient operation of the agency
- Physical Requirements: Ability to perform required tasks.
- Prior Experience: Related work and/or volunteer experience of at least five years.
- Specific Skills: Dedication and commitment to victims/survivors of sexual exploitation; ability to deliver quality client services and to work with client population; ability to demonstrate sensitivity and empathy; ability to demonstrate effective written and verbal communication skills; ability to utilize multi-tasking skills and attend to detail; ability to handle stressful, crisis situations; ability to utilize sound judgment and problem solving skills; ability to work in a team environment; ability to instill a positive, productive work environment.

#### **OTHER**

- Have reliable transportation with a valid driver's license and insurance.

#### **TO APPLY**

Please send your resume and cover letter to [GGiles@breakingfree.net](mailto:GGiles@breakingfree.net) and [PDavis@breakingfree.net](mailto:PDavis@breakingfree.net). The position will remain open until filled.