

HOUSING WORKS
JOB DESCRIPTION
Life Skills Advocate

Background

Housing Works mission is to create housing options that model, with respect and dignity, sustainable, environmentally sensitive, affordable communities that provide equal and fair access to housing and human services for people with limited income. Housing Works is a nonprofit corporation governed by a Board of Directors and is funded primarily through grants and private donations. Life Skills Advocates provide supportive services in the home and the community to facilitate access to services, community resources, and support independence in activities of daily life.

Primary Responsibilities and Duties

Life Skills Advocates provide a range of services for clients, such as assisting with light household chores, accompaniment to appointments and regular needs assessments. They may help their clients remember to take prescribed medication. Advocates may also transport participants to appointments with their healthcare providers. Life Skills Advocates will coordinate services at the direction of the Lead Support Worker and keep a daily log of activities for each person served. Life Skills Advocates will also notify the services team of any safety concerns or anticipated issues.

1. Provide direct assistance with supportive services including but not limited to basic needs, shopping, accompaniment to important health appointments, personal hygiene assistance, medication management, companionship, and other duties as determined necessary in conjunction with Empowerment Support Team and outlined in the service plan.
2. Conduct mutual assessments using motivational interviewing with participants to identify areas where they can improve their own self-efficacy in domains within Housing Works Scope of Work.
3. Advocate for services and support for participants with community resources and providers.
4. Coordinate services and support with the Empowerment Support Services team assigned to each participant.
5. Identify and report urgent issues to Empowerment Support Team to collaborate on providing health and housing interventions.
6. Connect and provide opportunities for community-based socialization activities.
7. Document all services and activities per current procedures in file and appropriate data systems.
8. Other Duties as assigned.

Other Requirements

Before they can begin delivering services to clients in their homes, in-home support-service Life Skills Assistants must pass a background check. They may also need to have a valid driver's license and clean driving record.

Life Skills Assistants should be compassionate and love working with and helping people. They should be able to work well on their own, and with minimal direction, but also be able to work as part of a team when required. They should have impeccable communication skills and know how to identify and resolve problems. They should also be able to lift, carry, push or a minimum of 50 pounds.

Qualifications and Experience

- ability/willingness to work in a flexible, tolerant, diverse, community setting;
- ability/willingness to work with individuals and families who have mental disabilities and/or substance addictions;
- a good sense of humor, self, confidence;
- experience in and ability to work cooperatively and effectively with people from various class, ethnic, racial, sexual minority backgrounds;
- ability/willingness to work/share critically and self- critically;
- ability/willingness to work in the community and in the homes of Housing Works Participants
- must be computer literate in word processing and database;
- must have current, valid California Driver's License.