



# Housing Advocate Assistant

Volunteer or Internship Position Description

## *Position & Responsibilities*

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### **Role Summary**

Facilitating informational housing workshops and one-on-one housing support meetings with shelter and transitional housing residents, the Housing Advocate Assistant assesses client's housing goals, provides resources and information, and researches housing options.

### **Impact & Benefits**

- Support and empower individuals and families as they work towards their housing goals
- Gain experience leading informational workshops and providing one-on-one direct service
- Gain experience researching and providing resources to shelter and transitional housing residents at Tubman's Minneapolis and Maplewood locations

### **Position Responsibilities**

- Facilitate informational housing workshops and one-on-one housing support meetings with clients; seeks out current housing resources and updates resource board
- Works together with clients to assess their housing goals; research and evaluate their housing options; supports clients with landlord contacts and understanding their Tenant's Rights
- Work in partnership with your team to provide coordinated information and resources, maintaining confidentiality in regards to client information
- Complete data entry and case noting

## *Qualifications & Expectations*

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### **Position Qualifications:**

- Strong communication skills and organizational skills; ability to work independently
- The ability to listen actively and respond appropriately to clients
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Familiarity with housing resources
- Ability and willingness to transport clients is preferred

### **Time Commitment & Availability**

- Daytime weekday availability with 10-15 hours a week, 6 month minimum commitment

### **Supervision & Training**

- Attend Tubman's five-part Volunteer/Intern Orientation and Training
- Supervised by the Lead Housing Advocate

## *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.