JOB DESCRIPTION
Domestic Violence Housing Systems Manager
February 14, 2022

Reports to: Executive Director
Classification: full time (36 hours a week), non-exempt, flexible schedule

Position Summary: Lead the work in cross systems collaboration to reimagine a system that responds efficiently to, and actively centers, the housing needs of DV survivors, particularly BIPOC communities that have least access to resources. This will happen through ongoing coordination of DV housing services, partnership building between domestic violence and homelessness/housing systems across King County, and creative engagement with community and stakeholders.

Responsibilities:

Facilitate Coordination of DV Housing Services
- Convene, facilitate, and staff regular meetings of various domestic violence housing groups including, but not limited to: the DV Coordinated Housing Access Point), DV Rapid Rehousing, and Joint Family Shelter/DV Shelter.
- Maintain and improve upon the current Domestic Violence Coordinated Housing Access Point (DVCHAP) process in coordination with DVCHAP workgroup, the DVHopeline, New Day administrators and other relevant stakeholders.
- Work in close collaboration with the Director of Programs and Membership and DV Housing Providers to provide opportunities for membership to engage with, grow in their knowledge of, and develop skills in, both DV housing and mainstream homeless housing systems.

Build Capacity of DV Advocacy and Housing/Homelessness Services Providers
- Build and maintain systems and tools for providing ongoing training for DV advocates around housing issues, housing resources, and services/systems access to increase housing advocacy knowledge among dv advocates.
- Build and maintain systems and tools for providing training for, and consultation to, mainstream housing/homeless providers around domestic violence, safety planning, and trauma informed advocacy.

Develop and Maintain Linkages Between the Homeless Service and DV Advocacy Systems
- Ensure consistent linkage/communication exists between DV providers, Coordinated Entry for All (CEA), the Continuum of Care (CoC), and the King County Regional Homeless Authority
- Represent the DV provider/survivor perspective in CEA and CoC meetings and workgroups.
Consult with CEA to develop policies and procedures that are inclusive of and relevant to DV survivors

Build and maintain partnerships with mainstream homeless housing agencies to improve their ability to meet the needs of survivors in their programs.

Remain up to date on local, state, and federal housing systems.

Other

- Maintain relevant records and documentation and prepare reports as needed.
- Participate in relevant Coalition meetings and events.
- Other duties as identified.

Qualifications:

- Have a passion for gender, racial, economic, and social justice, along with a commitment to the Coalition’s mission, vision, and values.
- Knowledge of gender-based violence and its intersections with racism and other systems of oppression, and experience working with agencies that center services for survivors in communities of color and other marginalized groups.
- Thorough understanding of housing stability issues often facing survivors of domestic violence, coupled with a deep understanding of the philosophies, services, and mandates of both the survivor advocacy and homelessness/housing service sectors.
- Experience fostering collaboration between individuals and agencies from diverse fields and with differing perspectives and philosophies. Excellent meeting facilitation and conflict resolution skills, and a systems change orientation.
- Demonstrated project management skills and ability to meet multiple deadlines.
- Ability to research promising policies, practices, training curricula, and funding opportunities, and experience developing policies and procedures.
- Understanding of professional training and adult education principles; demonstrated experience developing and delivering professional training programs.
- Excellent writing skills; ability to synthesize complex information into professional but readable documents.
- Ability to “self-start” and work independently, while integrating input from collaborators and direction from supervisor.
- Ability to travel to locations throughout King County.
- Knowledge of local, state and federal housing funding and policy is desirable.
- Experience working in dv housing programs in King County is a plus!

The Coalition values a diverse workplace, and encourages people of all backgrounds to apply, especially people of color, immigrants, refugees, LGBTQ people, people with disabilities, veterans, and people with lived experience with gender-based violence and/or navigating housing/homelessness systems.