



Housing First Assistant

My Sister's House began in 2000 as a public campaign to establish the organization as Sacramento's (in fact the Central Valley's) first agency to address battering in the Asian and Pacific Islander community. This included providing the development of a culturally appropriate safe haven. Its mission was and continues to be "to serve the needs of Asian and Pacific Islander women and children impacted by domestic violence by providing a culturally competent safe haven that empowers them to achieve a life of human dignity."

The Housing First Assistant is hired by the Executive Director and is directly accountable to the Housing First Program Coordinator of My Sister's House. The Housing First Assistant advocate assist the Housing First Program Coordinator with the following responsibilities:

- Assist with Coordination and daily operations and functions of the housing program.
- Locate rental properties to fit client needs.
- Network with property managers and landlords to connect clients to available properties.
- Provide direct services and case management to residents.
- Conduct intake and screening of new clients in accordance to established criteria.
- Maintain a safe living environment for clients.
- Provide case management, support and crisis intervention to help line clients.
- Maintain accurate and up to date client records, statistics and information.
- Participate and represent My Sister's House at various community and collaborative meetings.
- Assist the Housing First Program Coordinator with program development for My Sister's House
- Other duties as assigned.

Qualifications:

- Demonstrate experience (either paid or volunteer) in working in domestic violence or violence against women field required.
- Able to work with diverse populations, including Asian and Pacific Islander ethnic groups, youth, immigrants, refugees, lesbians, transgender, physically and mentally challenged, a wide age range from infants to elderly
- Experience in working and/or managing a shelter preferred.
- Strong communication skills including writing and public speaking abilities required. Conflict resolution skills are highly desirable. Bilingual skills helpful. (Chinese, Hmong, or other Asian Pacific Islander language ideal.)
- Ability to manage multiple tasks and projects simultaneously and efficiently with minimal supervision.
- Ability to work as part of a team.
- A strong commitment to helping women and children in need.
- Ability to use email and MS Office 2000 programs.
- Valid driver's license and ability to use personal vehicle for work; proof of car insurance.
- Ability to lift and/or move up to 25 pounds.

Position: 20hrs / week /part-time – some weekends and evenings

Pay Rate: \$18.00 per hour

Deadline to apply: **Open until filled**

To Apply: E-mail application materials to jobsmsh1@gmail.com OR
Send resume and cover letter and 1 writing sample
My Sister's House
Attn: Executive Director
3053 Freeport Blvd #120
Sacramento, CA 95818