

January 21, 2021

Position: Housing Advocate

Position Type: Non-Exempt, Full Time

Turning Point of Lehigh Valley is expanding its team! We are a non-profit working to eliminate domestic and intimate partner abuse in the Lehigh Valley. We are seeking a compassionate, mission oriented person who is energetic, self-motivated and ready for a challenging career as a Housing Advocate. The Housing Advocate position is a full-time, non-exempt position starting at \$16.00 an hour. Turning Point of Lehigh Valley offers excellent benefits, health and life insurance. Perfect for a mission-oriented person who has excellent “customer-service” skills, the ability to handle crisis situations calmly, effectively, and efficiently and is a team player but can also work independently.

The Housing Advocate’s primary responsibilities are to directly interact with survivors to determine eligibility for transitional housing services. This position will regularly interact with program participants to assist them in achieving personal goals related to housing and financial stability, which includes interaction with landlords and community agencies. Knowledge of transitional housing assistance is required. HUD certification and HUD lead based paint certification is also required for this position. Some flexibility in scheduling is required, as necessary to meet client needs.

We are looking for a candidate who has a minimum of three years’ relevant work experience in social services or related field. A degree in social services is preferred. Must be proficient in Microsoft Office programs, including Office365, Outlook, Word, Excel, PowerPoint, and Teams. Preferred candidates will be fluent in English and another language. Must have reliable transportation and a valid driver’s license.

All interested parties must submit a cover letter and resume to **hr@turningpointlv.org**

Turning Point of Lehigh Valley is an Equal Opportunity Employer.