



Doorways for Women and Families (Doorways) is an Arlington-based non-profit agency that creates pathways out of homelessness, domestic violence and sexual assault leading to safe, stable and empowered lives. Doorways offers a positive work environment, a committed and passionate team, and competitive salaries and benefits.

Our Mission and Vision

We envision a community where all people live free of violence and have safe and stable housing. We see a future without homelessness - or domestic and sexual violence. And it's why we create pathways out of these circumstances for our most vulnerable neighbors.

Our Values

At Doorways, we embrace Empathy, Integrity, Inclusivity, Collaboration, Empowerment, and Respect. These values are the foundation to our approach.

Our Approach

There is no single cause of family homelessness, and no single service that can help families overcome their barriers to independence. Family trauma impacts nearly every aspect of family functioning, so our services target to multiple life areas for adults and children. Doorways provides services that are comprehensive, family-centered and strength-based.

Position Summary:

The **Housing Locator and Advocate (HLA)** is responsible for finding and securing stable housing for Doorways clients. This position will assist clients with barriers to securing housing, to include evictions, poor credit and criminal histories. The HLA provides individual and group training to clients regarding affordable housing opportunities, housing searches, positive tenant/landlord relationships, and other topics as deemed necessary. An integral part of the role includes establishing and maintaining relationships with landlords and property managers to increase housing opportunities for Doorways clients. As needed, the HLA educates landlords about unique safety and housing issues that impact survivors of domestic violence. The advocacy portion of this role will include participating in opportunities to educate the community and decision makers regarding the importance of affordable housing. The HLA is responsible for providing leadership for the Arlington Landlord Partnership, a subcommittee of the Housing Committee of the Ten Year Plan to End Homelessness. This position is part-time (.8FTE) requires personal transportation, and reports to the Client Services Director of Housing Programs.

Qualifications:

- Bachelor's degree in relevant human services, education, communications or related field; master's degree preferred
- 2+ years' experience providing services to the homeless and low-income population preferred
- Experience with grant writing and funding applications
- Experience working with families affected by domestic violence, substance abuse, and mental health issues
- Knowledge of the Violence Against Women Act (VAWA), Fair Housing Laws as they relate to rental leasing and property management, and landlord-tenant rights and responsibilities
- Knowledge of the current housing market and affordable housing issues
- Bilingual (English/Spanish) or other language abilities strongly preferred
- Flexible and a self-starter; able to multi-task while also being willing to "roll up the sleeves" and get tasks done
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team
- Must possess basic computer skills, including word processing, spreadsheets, email, Microsoft Office and the internet

Compensation:

Annual salary range is \$36,000-\$38,500 for .8FTE (32 hours/week). Excellent benefits – health/dental/vision, life, LTD, 403(b), etc.

To Apply: Email resume and cover letter to info@doorwaysVA.org. Please indicate which job you are applying for in the subject line. No phone calls please.

Doorways for Women and Families is an Equal Opportunity Employer. See www.doorwaysva.org

Doorways is a Drug-Free Workplace.