



## **Wellspring House, Inc.**

### **Homelessness Prevention Advocate – Gloucester, MA**

**Supervisor:** Homelessness Prevention Manager

**FLSA Status:** Non-exempt, Full-Time

**Hours per week:** 4 Day Work Week/ 10 Hour Days

**Compensation Range:** \$25.00 - \$26.50 per hour

### **WHO WE ARE**

Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts' North Shore region. Our mission is to inspire families and adults to achieve employment and financial security through stable housing, education, job training, and career readiness.

### **SUMMARY**

The Homelessness Prevention Advocate is a member of Wellspring House's Homelessness Prevention Team that brings together a series of proactive resources to help local families stay (or become) stably housed. We take a 'whole person' and 'whole family' approach to link families with as many resources as possible. Wellspring is a local, 'one-stop' clearinghouse on Cape Ann and the larger North Shore, connecting families with housing assistance dollars such as HomeBASE or Rental Assistance for Families in Transition (RAFT). We also make referrals to community resources for food, childcare, etc. Finally, we link parents with education and job training opportunities both within and outside of Wellspring so that they can start to earn higher wages. The goal is for families to move beyond a period of crisis or financial stress to a new phase of life with stable housing and reliable income.

### **REQUIRED QUALIFICATIONS & EXPERIENCE**

- 3-5 years of experience serving in a capacity of assessing client/customer needs
- Strong commitment to social justice and transformative work with families

- Knowledge of issues and experience working with families dealing with homelessness, trauma, and/or substance use
- Associate's degree or equivalent skills
- Proficient writing and reading comprehension skills and experience with professional communication
- Strong competencies with the Microsoft Office software suite
- Spanish or Haitian Creole fluency (preferably spoken regularly as an everyday language)
- CPR/First Aid certification (can be obtained upon hire)

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Share coverage for Wellspring House's 'Homelessness Prevention Line'
- Assess and triage family needs
- Provide families with referrals, resources, and information to assist in alternative housing needs
- Responsibly identify all feasible housing options as well as any funding available for each family in order to secure and maintain stable housing
- Perform CORI and credit checks and secure all vital documents to facilitate families' needs
- Continue case management/ client relationships for approximately 2 years
- Coach and encourage families to follow a reasonable budget to meet their needs by utilizing all community programs
- Maintain data in both EOHLC's ETO system and Wellspring's Apricot Database including monthly touchpoints, assessments, goals, and outcomes
- Attend regional North Shore 'Providers' meetings and local CARE Network meetings
- Serve as a member of a multi-person team to cover the 'EOHLC Front Door Diversion program' for the North Shore region, working with families who are eligible for state-sponsored Emergency Assistance services to avoid entering a family shelter
- Conduct landlord/tenant mediation and advocacy in order to maintain tenant rights as well as avoid evictions
- Maintain and increase positive, team-oriented working relationships with local supportive service agencies, and state and non-profit agencies

## **COMPENSATION**

The salary range for this position is \$25.00-\$26.50 per hour, commensurate with experience and skills. This full-time, non-temporary position is eligible to participate in the following benefits:

- Health insurance
- Dental insurance
- Flexible spending account
- Flexible dependent care account
- Life insurance
- Accrued paid vacation time
- Simple IRA retirement plan

## **WORK ENVIRONMENT, LOCATION, AND SCHEDULE**

This is a full-time (10 hours per day, 4 days per week) role based in Gloucester, MA, with a likely caseload in Peabody, Salem, Beverly and other towns. Wellspring properties are reachable by public transportation. The position includes work-from-home flexibility one day per week.

The environment for this role is that of a typical office building, requiring the use of a computer and telephone. Reasonable accommodations may be made to enable individuals with different abilities to perform essential functions.

This position requires occasional travel by car. A valid driver's license and a clean driving record are required. Staff will have access to a Wellspring vehicle and public transportation or can use their own car.

## **APPLICATION PROCESS**

Wellspring is currently accepting applications. When the position is filled, this job posting will be removed. Please respond directly to the job posting on Indeed. You may also send your resume and cover letter via email to: [jobs@wellspringhouse.org](mailto:jobs@wellspringhouse.org). In the subject line, write your name and the position title. We will review all submissions, identify candidates, and contact ONLY those individuals selected to continue in the search process. No phone calls please.

Wellspring is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.

*Job description is subject to change without prior notice as the needs of the organization change.*

