



**DIAMOND DIVA EMPOWERMENT FOUNDATION**  
1027 S. VANDEVENTER AVENUE, SIXTH FLOOR  
SAINT LOUIS, MISSOURI 63110

**DESCRIPTION OF SERVICES**  
Exhibit A

<b>Job Title:</b>	Housing Coordinator
<b>Job Pay:</b>	Hourly Compensation
<b>Job Type:</b>	Non-Profit Organization
<b>Job Culture:</b>	Domestic Violence
<b>Schedule:</b>	Monday thru Friday, 9am - 5pm (In-Person)
<b>Work Location:</b>	Corporate Headquarter - St. Louis
<b>COVID-19 Precaution(s):</b>	<ul style="list-style-type: none"><li>• Social distancing guidelines</li><li>• Sanitizing, disinfecting, or cleaning procedures</li><li>• Monthly COVID test/Vaccination Proof</li></ul>

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**ABOUT US:**

Diamond Diva Empowerment Foundation (2DEF) is a nonprofit organization dedicated to educating, strengthening, and empowering women and children affected by domestic violence and various socio-economic conditions. As an organization, we are committed to rebuilding the core of the family unit, while encouraging each survivor to focus on their strengths and well-being.

**JOB SUMMARY:**

The Housing Coordinator works with the Director of Programs to provide wrap-around case management services to survivors of domestic violence. To achieve programming and financial goals set by the Director of Programs, the Housing Coordinator will use a multi-disciplinary, evidence-based approach to help survivors address a variety of challenges, including but not limited to housing assistance and other emergency needs.

**RESPONSIBILITIES:**

**CLIENT MANAGEMENT/TRACKING**

- Provides strengths-based culturally specific emotional support, safety planning, legal advocacy, information and referral services to victims/survivors of sexual assault, domestic violence, sex trafficking, and other victims of crime
- Preliminary screening with new/current members of the community to assess needs in a highly confident manner (housing, employment, education, domestic violence, mental & spiritual health, substance abuse treatment, health, parenting referrals.
- Conduct trauma-informed Domestic Violence (DV) pre-assessments/post assessment and develop safety plans with each client.
- Track client progress to ensure weekly follow up while carrying a case load of up to ten (10) new clients per one (1) month cycle.
- Accurately enter all client activity and provide service in Charity tracker within 1 business day of activity or service.

## HOUSING MANAGEMENT

- Determine the housing-specific need of the client (i.e. placement or rental assistance)
- Work with landlords and property managers to collect required program documentations
- Review and/or prepare payment requests

## RESOURCE MANAGEMENT

- Provide follow-up and wrap around services identified through Diamond Diva Empowerment Foundatio's mission and vision statement.
- Refer consumers to support services as needed per the Housing Stability Plan.
- Coordinate directly with the support services provider to track and ensure support services were provided.
- Build and maintains an extensive knowledge of community resources to match consumers with eligible resources.

## ADMINISTRATION

- Complete daily and weekly data logs, time sheets, client demographics, and input of client data into Salesforce within 24 hours of providing services to the survivor
- Attend scheduled training sessions and other training geared toward professional growth. Attend agency staff meetings.
- Keep thorough and up-to-date client case files in accordance with agency and contract file requirements.
- Provide information to the general public regarding the domestic violence program through personal and social media marketing.
- Accept other appropriate duties/responsibilities as assigned by Diamond Diva Empowerment Foundation's management.

## REQUIRED QUALIFICATIONS:

### EDUCATION:

The Housing Coordinator has a *required* BA degree in social justice, business, non-profit management, or equivalent experience; OR 3 to 5 years of social work/case management experience and serving diverse communities, including LGBT2Q+. Minimum of 1-2 years of experience working with survivors of domestic violence, and/or sexual assault including dating violence, stalking, human trafficking or other dangerous or life-threatening conditions that relate to violence.

### EXPERIENCE:

- Experience working with survivors of sexual abuse and domestic violence.
- Proven leadership skills and management experience, including the ability to develop team performance and a genuine desire to coach and mentor.
- Strong focus on being strategic, problem solving, and solution focused.
- Experience working with community-based coalitions and organizations, community capacity building efforts, technical assistance, and group facilitation.
- Self-motivated, able to balance multiple and competing priorities or deadlines, excellent organizational skills, and ability to track multiple projects/programs tasks as delegated to program staff.
- Demonstrated understanding of current and emerging social service issues.

- Strong budget management experience, detail-oriented, and able to work well in evolving circumstances.
- Excellent written and oral presentation skills, with ability to engage, inspire, build credibility, and engender trust with diverse audiences. This includes the ability to build coalitions, negotiate, and resolve conflicts effectively while preserving important relationships with partners and funders.
- Ability to research and quickly disseminate relevant, emerging, and existing evidence-base practices and models.
- Trustworthy, ethical, and authentic in all situations.

**Apply online at [2def.org/careers](https://2def.org/careers)**