



Homeless Prevention  
**Crisis Relief Specialists – WI Help for Homeowners**  
Green Lake & Winnebago Counties  
Full or Part Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

This position will answer phone and email inquires regarding available emergency financial assistance to homeowners living in Calumet, Fond du Lac, Green Lake and Winnebago counties who have been negatively impacted financially by COVID; administer assessment with the objective of identifying need and eligibility for available assistance in accordance with funding source. Engage with individuals and families and work to coordinate connections to local resources to address unmet needs the household may have; and compile all necessary documentation and enter data into computer system

**Job Requirements:**

- Possess an understanding of people in crisis
- Willingness to work a variety of hours, including evenings
- Bachelor's Degree in Human Services or related field, or Associates Degree and a minimum of two years of experience working with mortgage loan processing and underwriting experience (including knowledge about loan modifications and forbearance), people in poverty, or any equivalent combination of education and experience. Preference will be considered for those with lived experience
- Must be knowledgeable about service delivery system, human services agencies, and other resources available to people financially affected by COVID
- Possess good written and oral communication skills
- Computer skills sufficient for data gathering, documentation and reporting

Starting wage is \$19.42 per hour.

Part time work schedule is Monday – Friday, 29 hours/week

Part time benefits offered include: vacation, sick and holiday pay, 401k option

Full time work schedule is Monday – Friday, 40 hours/week

Full time benefits offered include: health, dental, vision, life/supp life, short term disability, 401k option, vacation, sick and holiday pay

Please submit resumes with cover letter to:

Human Resources, ADVOCAP, Inc.,

PO Box 1108, Fond du Lac, WI 54936-1108 OR

FAX 920-922-7214 OR Email [hr@advocap.org](mailto:hr@advocap.org)

We will continue to receive responses until positions are filled.

<http://www.advocap.org/>

AA/EOE