

Working Together Toward Lasting Solutions to Homelessness

**Vision:** Interfaith Partners Deeply Engage in Transforming Our Communities

**Values:** Compassion, Equity, Integrity, Faith Driven, Transformation

**Job Description**

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| Position: Housing Specialist I | Department: Center for Direct Services |
| Reports to: Family Permanent Housing | Type of Position: Direct Services |
| Position Type: X Employee □ Contractor □Intern | Hours per week: 40 |
| X Full-time □ Part-time Temporary | □ Exempt X Non-exempt |
| **ORGANIZATIONAL DESCRIPTION** | |
| Associated Ministries plays a pivotal role in driving transformation in Pierce County. Our unwavering commitment lies in functioning as a sustainable organization, fostering impactful partnerships, nurturing authentic interfaith relationships, and advocating for equitable moral leadership. Our ultimate aim is to contribute to the creation of a flourishing community.  We are dedicated to galvanizing and motivating individuals of diverse faiths, along with those of good will, to unite in the battle against homelessness and poverty. These collaborations not only allow us to be compassionate advocates for our neighbors in need but also empower us to be prophetic voices demanding systemic change.  Our mission is “working together toward lasting solutions to homelessness.” Given the disproportionate impact of homelessness on people of color, we place a premium on promoting racial equity. We approach all our programs through a lens of racial equity.  Associated Ministries prides itself as an Equal Opportunity Employer. Our selection process ensures that all eligible candidates are considered for employment without regard to race, color, religion, creed, national origin, gender, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental, or physical disability. Furthermore, we fully support the use of trained guide dogs or service animals by individuals with disabilities. | |
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| **JOB SUMMARY** | |
| The Housing Specialist I is part of Associated Ministries’ Family Permanent Housing Team. Family Permanent Housing is a Housing First Rapid Rehousing program that assists our communities’ most vulnerable families and individuals experiencing homelessness by helping them re-enter affordable housing as rapidly as possible (within 30 days). Rapid Rehousing services include initial intake and housing assessment, housing location, case management, rent subsidy, goal setting, exit planning and other tailored services.  The successful candidate for this position will be a person who is able to be comfortable with change, able to keep positive work moral, and be able to effectively empathize and facilitate problem solving with people currently experiencing homelessness. In addition, candidates for this position must be non-judgmental, respect differences, and able to balance passion for supporting others with good professional boundaries.  Associated Ministries trusts each employee to thoughtfully support its mission with their individual and collective talents, skills and abilities. We value each person’s voice and delegate appropriate levels of authority and decision-making consistent with their assigned roles and responsibilities. In all cases, employees are expected to carry out their work in a manner which supports AM’s culture, including interpersonal behavior that supports cooperation, respect and professionalism. | |
| **RESPONSIBILITIES** | |
| * Ensure the Housing First model is followed at all times. * Collect all needed documentation per funding source at intake, interim, and exit. * Make appropriate referrals to community partners when needed. * Develop working relationships with Landlords and assist with housing search and placement. * Develop strong working relationships with community partners who provide services and supports. * Provide progressive engagement services and case management/support to households transitioning out of homelessness. * Understand institutional barriers to services and assist in connecting households with resources such as; childcare, employment, legal assistance, financial counseling, and other mainstream resources that will assist them in obtaining housing. * Post RRH vacancies in HMIS (Homeless Management Information System). * Document referrals, intakes and case management service transactions in HMIS and maintain at least 95% data accuracy. * Committed to cultural competence and willing to participate in training to develop practical expertise in working with diverse groups and cultures. * Represent Associated Ministries in community forums. * Honor cultural and linguistic diversity. * Uphold and adhere to agency’s policies and procedures as outlined in the Employee Handbook. * Fulfill set expectations for the positon to meet contractual outputs. * Adhere to programs policies and operating procedures. * Other duties as assigned. | |
| **WORK EXPERIENCE/SKILL REQUIREMENTS** | |
| * Two-years of experience in human services or a closely related field. * One-year of experience working with diverse populations and engaging in diverse communities. * Knowledge of and commitment to Housing First Homeless Services. * Ability to think creatively and problem solve with a solution-focused approach. * Intermediate computer skills demonstrating mastery of frequently-used applications (including Word, Excel, Access, Outlook, internet search engines, web-based databases, etc.) so that daily tasks can be completed without formal training or substantial assistance from others. * Knowledge of localized formal and informal resources for basic needs of families. * Capacity to both empathize and consistently maintain appropriate professional boundaries. * Demonstrated commitment to diverse backgrounds and religious diversity including all faith traditions (religions). * Must have reliable transportation that enables timely and regular travel to and from multiple sites, including client homes. * Proven ability to navigate systemic barriers in order to access resources. * Intermediate to advanced data entry skills that require little or no training or assistance to consistently perform daily tasks with a high degree of accuracy. * Intermediate verbal communication skills that ensure accurate information-sharing, show respect for others, promote conflict resolution, and encourage cooperation and teamwork. * Demonstrate ability to work effectively as part of a fast-paced team that must maintain good interpersonal skills and positive relationships with supervisors, coworkers and clients. * Consistently demonstrate professional work habits that include organizing and planning work in a systematic way; listening and asking clarifying questions to verify what is heard; being attentive to details to minimize technical mistakes; prioritizing tasks and focusing on the most urgent tasks first; and, managing time to consistently meet deadlines.   **WORK EXPERIENCE PREFERENCES**   * Previous experience with Progressive Engagement and Housing First Services. * Lived experience with homelessness or housing insecurity. * Six-months of experience engaging and building strong relationships with Landlords. * Fluency in a language other than English. | |
| **EDUCATIONAL REQUIREMENTS** | |
| Undergraduate degree or 2 years relevant experience (appropriate life experience also considered).  **\*All work/skill/educational requirements must be met for hire\*** | |
| **COMPENSATION** | |
| **Pay Range: $23.89 – 29.69 per hour**  **Benefits:** Health insurance, Simple IRA plan, and generous benefit package as detailed by Personnel Policies | |
| **APPLICATION PROCESS** | |
| This position will remain open until filled. The first review of applications will be Oct. 2, 2023. Application must include cover letter and resume addressing position requirements. Send to: Associated Ministries, 901 South 13th Street, Tacoma WA 98405, or e-mail all to mollya@associatedministries.org. No phone inquiries, please. | |