***Mission:*** *To inspire and mobilize communities of faith and goodwill to reduce poverty and homelessness, while centering equity and advocating for system change.*

***Vision:*** *United and transformed by the common love shared by all people of faith and goodwill; that embodies equity, humanity, peace and justice; where all are housed, healed and whole.*

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

**Job Description**

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| Position: Housing Program Specialist I | Department:  Center for Direct Services |
| Reports to: Housing Program Specialist II (Team Lead) |  |
| 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 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 goodwill, 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’s focus is on homelessness and poverty. Given the disproportionate impact of homelessness on people of color, we place a premium on promoting racial equity. We approach all our programs and work through a lens of racial equity. | |
| **PROGRAM SUMMARY** | |
| The Housing Specialist plays a key role in promoting housing stability and preventing homelessness by fostering transformational relationships with both community partners and the housing provider network. This work is conducted through the Housing Stabilization and Prevention Programs, which include the Landlord Liaison Program (LLP), and Eviction Prevention.  Through LLP and mediation services, we accept referrals from Housing Connect when a household enrolled in Rapid Rehousing or Diversion services is experiencing instability. The Housing Specialist engages directly with the household to assess immediate needs and provide targeted support to maintain housing stability. This often involves facilitating mediation between landlords and tenants to develop mutually agreeable solutions that address concerns and preserve tenancy.  The Eviction Prevention Program focuses on preventing housing loss for households facing imminent eviction. The Housing Specialist provides a combination of rental assistance and ongoing case management to stabilize the household, address root causes of instability, and promote long-term housing retention.  Associated Ministries trust 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** | |
| * Support and participate in Renter Readiness classes, including logistics, promotion, facilitation, hosting, and evaluation; teach classes as needed. * Establish and strengthen relationships with housing providers throughout Pierce County to expand access to safe, affordable, and well-maintained rental housing. * Mediate housing-related issues between landlords and tenants served by the program to promote housing stability. * Assist with housing search and placement; perform housing quality assessments when needed. * Complete initial eligibility screenings and assist clients in submitting applications through the Pierce County Rental Assistance Portal, in person or by phone. * Collect and verify all necessary documentation, including leases, W-9s, income verification, pledge letters, and notices. * Maintain accurate and complete client records, including electronic and hard files, with detailed case notes and documentation per funding source at intake, interim, and exit. * Assess immediate housing crises and collaborate with households to identify creative, sustainable solutions to maintain housing stability (rent/mortgage). * Ensure rent assistance requests are accurate, valid, and aligned with program guidelines. * Provide case management and progressive engagement services to households transitioning from homelessness. * Make appropriate and timely referrals to internal and external partners for supportive services (e.g., childcare, employment, legal aid, financial counseling). * Develop strong working relationships with landlords and community partners who provide critical supports and services. * Apply a Housing First approach consistently across all services. * Identify and help address systemic and institutional barriers that limit access to housing and support services. * Honor and respect cultural and linguistic diversity in all interactions and service delivery. * Uphold agency policies and procedures as outlined in the Employee Handbook. * Meet performance expectations and program deliverables as outlined in contracts and program guidelines. * Demonstrate adaptability, critical thinking, strong communication skills, and the ability to work independently while seeing the larger goals of the program. * Perform other duties as assigned. | |
| **WORK EXPERIENCE/SKILL REQUIREMENTS** | |
| **Required Qualifications and Competencies:**   * Strong organizational and record-keeping skills, including proficiency in maintaining both electronic and paper files. * Demonstrated ability to prioritize multiple tasks independently to ensure productivity and meet contractual deliverables. * Reliable transportation and ability to travel independently between multiple work sites across Pierce County within a workday; must maintain a valid driver’s license, insurance, and a safe driving record (mileage reimbursed at government rate). * Flexibility to work some evenings and weekends as needed to meet program and client needs.   **Experience and Knowledge:**   * Minimum of two years’ experience in human services or a closely related field. * At least one year of experience working with and engaging diverse populations and communities. * Demonstrated understanding of and commitment to the Housing First model and housing-focused homeless services. * Knowledge of local formal and informal resources that address the basic needs of individuals and families. * Proven ability to navigate systemic and institutional barriers to help clients access services and resources.   **Skills and Abilities:**   * Creative problem-solving and solution-focused mindset. * Intermediate to advanced computer proficiency, including mastery of Microsoft Word, Excel, Access, Outlook, internet search engines, and web-based databases, with minimal need for training or support. * High-level data entry skills with consistent accuracy and attention to detail. * Strong verbal communication skills that promote clear, respectful information sharing, conflict resolution, and effective teamwork. * Demonstrated ability to maintain appropriate professional boundaries while showing empathy and compassion. * Ability to work effectively as part of a fast-paced team, fostering positive relationships with clients, coworkers, supervisors, and community partners. * Strong work habits, including systematic planning, active listening and clarifying communication, attention to detail, task prioritization, and consistent time management to meet deadlines. * Commitment to honoring and respecting cultural, religious, and linguistic diversity in all aspects of service delivery.   **WORK EXPERIENCE/SKILL PREFERENCES**   * Previous experience with Progressive Engagement and Housing First Services. * Lived experience with homelessness or housing insecurity. * Two years of experience engaging and building strong relationships with Landlords.   Fluency in a language other than English. | |
| **EDUCATIONAL REQUIREMENTS** | |
| College Degree OR 2 years of relevant experience  Any combination of education, life experience, and measurable performance demonstrates the capability to perform the duties of this position. | |
| **COMPENSATION** | |
| **Pay Range:** $24.89 – $32.34 per hour  **Benefits**: Comprehensive package of benefits, including health, dental, life and disability insurance, Simple IRA plan and generous vacation and holidays as described in Employee Handbook. | |
| **APPLICATION PROCESS** | |
| This position will remain open until it is filled.  The first review of applications will be June 6th 2025 Application must include a cover letter and resume addressing position requirements.  E-mail all to marissah@associatedministries.org. No phone inquiries, please. | |
| **EQUAL OPPORTUNITY EMPLOYER** | |
| Associated Ministries pride themselves 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. | |