



**UNITED INDIANS**  
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center  
Post Office Box 99100, Seattle, WA 98139  
Phone: (206) 285-4425 Fax: (206) 282-3640

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Housing Coordinator</b>		
<b>PROGRAM:</b>	<b>Labateyah Youth Home</b>	<b>FLSA STATUS:</b>	Exempt
<b>LOCATION:</b>	9010 13 <sup>th</sup> Avenue N.W., Seattle	<b>WORK SCHEDULE:</b>	Full Time
<b>REPORTS TO:</b>	Youth Home Program Director	<b>PAY RANGE:</b>	\$18.75 per Hour

**JOB SUMMARY:** The Housing Coordinator is responsible for working collaboratively with Labateyah case management staff to identify housing opportunities for clients, both families and singles. This position is required to actively seek out, obtain and maintain relationships with landlords, private and non-profit. The Housing Coordinator provides training to staff and clients on housing opportunities and tenant/landlord roles and responsibilities. The Housing Coordinator is an integral member of the Labateyah Youth team and works collaboratively with all aspects of Labateyah programs, representatives from Continuum of Care (CoC), City of Seattle and representatives of other non-profit agencies and the community. All Labateyah employees are expected to demonstrate the organization values and sensitivity to the diversity of the organization's client base.

### ESSENTIAL FUNCTIONS:

- The housing coordinator must develop a portfolio of rental agencies, landlords, and other property owners whom are willing to rent to low-income members by establishing and maintain working relationships.
- Must be willing to travel in personal vehicle throughout the greater Puget Sound area.
- Must be able to identify and track and record mapping of located properties.
- Responsible for tracking and recording mileage and fuel used for position, and submit reimbursement forms accordingly.
- Meet with prospective clients to determine eligibility and collect enrollment documentation.
- Assess clients for housing needs and develop housing stability plans to address barriers/goals.
- Provide life skills training regarding housing location, budgeting, tenant responsibilities, and other housing related skills.
- Maintain physical case files and database entry in accordance with agency standards.
- Work collaboratively with other staff to identify resources and services that can be used to better serve clients.
- Provide individualized case management skills where necessary to assist clients in difficult situations.
- Adhere to confidentiality guidelines and respect client privacy.
- Ensure clients guide housing search preferences and goal setting.
- Maintain accurate record of hours worked and submit timesheets on schedule.
- Attend required trainings as scheduled.
- Participate in staff and supervisory meetings, as required.
- Participate in agency advocacy on behalf of the people we serve.
- Contribute to and support a positive, team-oriented, culturally diverse work environment.
- Proactively seek out new housing opportunities and resources to assist residents with housing.
- Maintain on-going relationships with landlords and other housing providers, including acting as a liaison between landlord and client, as needed.
- Negotiate leases on behalf of clients in collaboration with case managers and clients.

- Develop and facilitate training and workshops for clients and shelter staff, including tenant rights and responsibilities, housing discrimination, finding and securing rental housing, communication with landlords and fair housing.
- Maintain a Housing Directory to include documentation of all contacts with housing providers. Provide consistent updates on housing availability.
- Maintain documentation of trainings, budgets, housing contacts and other pertinent information in accordance with agency and best practice standards.
- In coordination with the case manager, provide access to resources to assist residents, as needed, during their move into permanent housing (such assistance may include accessing rental assistance money, donated furnishings and coordinating with volunteer movers).
- Negotiate and manage the Rapid Re-housing direct assistance budget in coordination with the case management staff and Youth Home Program Director to ensure the distribution of funds is in keeping with state and local guidelines and meets the needs of clients.
- Maintain current level of knowledge on program software and other information on housing assistance programs.
- Conduct Housing Quality Standard Inspections per grant guidelines and advise and advocate for clients with regard to quality standards.
- Other duties, as assigned.

**Supervisory Responsibilities: May supervise volunteers and/or interns.**

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Master's degree or higher in Social Work or a related field.
- Bachelor's degree in social services, public or business administration from an accredited college or university required.
- At least one year of experience in direct provision of social services, preferably within homeless housing or housing replacement programming.
- A combination of education/training, and documented knowledge/skills and experience may, in some cases, substitute for the BA requirement.
- Understanding of issues homeless residents often face, including alcohol and drug abuse, mental illness, domestic violence and long-term homelessness.
- Excellent written and oral communications skills.
- Excellent computer skills, with ability to maintain complex client records.
- Experience in conducting group training and working with diverse populations.

**KNOWLEDGE, SKILLS, and ABILITIES REQUIRED:**

- Strong interpersonal and communication skills.
- Ability to take direction.
- Ability to function independently and as a team leader.
- Flexible and adaptable to changing to business needs.
- Personal integrity and confidentiality.
- Ability to make independent decisions when circumstances warrant such action.
- Exceptional problem solving skills.
- Highly organized, detail-oriented strong time management skills and able to work in a fast-paced environment.
- Ability to work in a multi-temperature environment.
- Ability to provide creative solutions.
- Ability to work any shift, any day of the week, including weekends.
- Knowledge in entering and retrieving data using computer systems, system applications and other office equipment.

**Special Requirements:** Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.

- Pass a basic criminal history background inquiry.
- CPS background check.
- FBI fingerprinting – Hilda Barg, only.
- Clean DMV record; valid U.S. driver’s license.
- TB test – Hilda Barg, only.
- CPR-1<sup>st</sup> Aide training

**Physical Demands and Work Environment:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage, sitting for long periods of time and computer usage. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.

Internal Job Posting: Feb. 5, 2018 Released to the Public: Feb. 8, 2018  Closing Date: Posted, until filled.	<b>APPLICATION PROCEDURE</b> Submit updated resume and letter/email of interest to:  Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>
COMPENSATION: \$18.75 per hour  Plus: Excellent benefit package, after 90 days.	<b>APPLICATIONS FOR EMPLOYMENT</b> can be obtained at:  Daybreak Star Indian Cultural Center: Human Resources  Or click on fillable form: <b>COMPLETED APPLICATION</b>
<i>United Indians of All Tribes Foundation is an          Equal Opportunity Employer</i>	<b>SUBMIT APPLICATION TO:</b> <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a> or send to: United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640

Signature: \_\_\_\_\_ Date: \_\_\_\_\_