

Housing Case Manager

United Indians of All Tribes Foundation

JOB TITLE: Housing Case Manager

DEPARTMENT: Labateyah Youth Home

SUPERVISOR: Jenna Gearhart

The United Indians of All Tribes Foundation is a non-profit organization working to provide vital social, cultural and education services to Seattle's American Indian/Alaska Native community.

GENERAL JOB DESCRIPTION

The Housing Coordinator is responsible for working collaboratively with Labateyah case management staff to identify housing opportunities for clients, both families and singles.

MAJOR DUTIES AND RESPONSIBILITIES

Create and maintain portfolio and relationships with rental agencies, landlords, private and non-profit and other property owners willing to rent to low-income residents.

Provide training on housing opportunities and tenant/landlord roles and responsibilities, tenant rights and responsibilities, housing discrimination, finding and securing rental housing, fair housing and positive communication with potential and current landlords.

Meet with residents to determine eligibility and collect appropriate enrollment documentation.

Assess residents for housing needs and develop housing stability plans to address barriers/goals.

Assist in negotiation of leases on behalf of residents in collaboration with appropriate parties.

Provide individualized case management skills per resident treatment plan.

Provide/support life skills training regarding housing locations, budgeting, tenant responsibility and other housing responsibilities.

MINOR DUTIES AND RESPONSIBILITIES

Identify, record and track mapping of located rental properties.
Maintain case files and database entry per contract and agency standards/requirements.
Attend required contract/agency training and meetings.
Maintain housing directory including documentation of all contacts with housing providers.
Provide access to resources to assist residents, as needed, during their move into permanent housing.

QUALIFICATIONS FOR THE JOB

Education:

Master's Degree or higher in Social Work or related field.
Bachelor's Degree in Social Services, Public or Business Administration.

Experience:

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.

Other:

Basic understanding of homelessness and the issues citizens face such as substance abuse, mental illness, domestic violence and long-term homelessness itself.
Basic computer skills.
Basic data entry skills.

KEY COMPETENCIES

Knowledge of homelessness and how it impacts our communities.

PHYSICAL REQUIREMENTS

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