



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

## JOB ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>Eviction Prevention Case Manager</b>		
<b>PROGRAM:</b>	<b>Homelessness Prevention</b>	<b>FLSA STATUS:</b>	Exempt
<b>LOCATION:</b>	Daybreak Star Indian Cultural Center	<b>WORK SCHEDULE:</b>	Full-time
<b>REPORTS TO:</b>	HP Program Manager	<b>PAY RANGE:</b>	\$19.00 +

### JOB PURPOSE

The Eviction Prevention Case Manager is responsible for ensuring all contract deliverables are met through program planning, monitoring client enrollment, support services and data collection for clients and program participation. This position will approve all paperwork for supportive services, and ensure necessary documentation is verified per program policy. This position will be responsible for outreach and educating tenants on eviction rights and responsibilities as it may relate to eviction prevention. This position is expected to maintain a high standard of professionalism, confidentiality and esteem building interactions with clients, staff and agency partners in accordance with UIATF policies. The position will maintain consistent and open communication with supervisor, peers, and other key staff to build and maintain relationships with partners and outside agencies.

Individuals at imminent risk of housing instability or loss will receive case management services, which will include guidance and support specific to their circumstances, and referrals to community-based services (including services offered by UIATF). These services will be mobile: from our very first meeting, we will meet clients at safe locations that are convenient to them such as their home or libraries. These services will also include modest financial assistance, so that a client does not need to choose between feeding their children and paying the rent. Case management services are strengths-based and client-driven: clients set their own goals, and staff work with clients to the extent needed to reach those goals and develop their own self- advocacy capacity.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enroll unsupported individuals and families experiencing or facing eviction proceedings into case management as needed
- Provide direct case management services to clients that are eligible for enrollment
- Assist clients in developing and meeting their individual goals
- Provide necessary referrals for services or agencies specifically designed to help clients meet their goals
- Help clients identify specific goals that will prevent eviction and stabilize housing and create specific goals to support this
- Educate individuals and/or families on eviction proceedings rights to prevent housing instability

- Educate clients on the McKinney Vento Act, WA state landlord-tenant law, and HUD's Section 184 Indian Home Loan Guarantee Program as appropriate for the client
- Refer individuals and/or families to other resources to prevent eviction proceedings
- Share warm referrals to legal partners for assistance and/or representation
- Offer transportation support for eviction proceedings, such as gas cards, bus tickets
- Offer financial support for legal filings, copying and other court documentation requirements
- Monitor and implement file system to ensure adequate records are maintained and secured
- Maintain data collection and case records as required by the agency
- Ensure effective relationships with program participants, families, co-workers and collaborators
- Attend relevant agency and funder sponsored meetings
- Table outreach events within United Indians and outside community events/gatherings
- Flexibility and availability during evening hours and/ or weekends for relevant agency and funder sponsored meetings, when necessary
- Create necessary forms and documentation relevant to objectives for clients.
- Other duties include implementing training initiatives, operational assignments, development of program procedures, and/or follow up with correspondence to funders.

## **QUALIFICATIONS**

- Ability to work independently and as a member of a team or leading a team.
- Demonstrated ability to communicate effectively with people from different backgrounds and with diverse communication styles.
- Ability to recognize problems, assess situations, gather relevant information from a variety of sources and respond effectively to identified problem.
- A strong understanding of local systems and awareness of existing resources for clients experiencing imminent homelessness.
- A strong understanding of local and state landlord-tenant laws.
- Ability to work with diverse populations, specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native, Native Hawaiian and Pacific Islander community.
- Successful completion of a criminal background check.
- Valid Washington State Driver's license and current auto insurance.
- Must have own reliable transportation to travel to meetings with providers, clients and events.

## **EDUCATION:**

- Bachelor's Degree in Human Services or a related field and/or 3-5 years' work experience.

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

### *PHYSICAL DEMANDS*

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### *WORK ENVIRONMENT*

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform 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 not exposed to weather conditions. The noise level in the work environment is usually moderate.

Opening Date: 2/5/21 Closing Date: Until filled	<b>Submit cover letter and resume to:</b>
United Indians of All Tribes Foundation is an Equal Opportunity Employer	United Indians of All Tribes Foundation PO Box 99100, Seattle, WA 98139 Fax: (206) 282-3640 Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>