

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>RRH CASE MANAGER</b>		
<b>PROGRAM:</b>	Labateyah Bridge Housing Program	<b>FLSA STATUS:</b>	Non-Exempt
<b>LOCATION:</b>	Labateyah Youth Home	<b>WORK SCHEDULE:</b>	32 hrs/wk
<b>REPORTS TO:</b>	RRH Lead CM	<b>PAY RANGE:</b>	\$ 24.50- 25.50/hr., DOQ

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

**POSITION SUMMARY:** The Rapid Rehousing Case Manager assists the Rapid Rehousing Lead Case Manager and Bridge Housing Management staff in fulfilling the goals and objectives of the program, including conducting resident intakes and assessments, developing and monitoring individual service plans for residents. This position provides residents with assistance in crisis management, overcoming obstacles to goals with regard to education, employment, housing and personal issues, and makes referrals to other services as needed. The RRH Case Manager collaborates with Labateyah Bridge Housing RRH Lead Case Manager, The Social Services Manager, and Crisis Housing Case Manager to quickly move youth from Labateyah's crisis housing into permanent housing via rapid re-housing supports.

### DUTIES AND RESPONSIBILITIES

- Collaborate with the RRH staff to schedule and conduct needs assessments for program participants; including assessment of housing needs.
- Develop clearly written housing stability plans to address barriers/goals based on the assessments.
- Develop individual services plans that include plans to resolve barriers to service and stability, including a plan to obtain and maintain income.
- Provide transitional support and services to participants enrolled in the program, including individualized case management per resident service plan.
- Assist in the negotiation of leases on behalf of residents in collaboration with appropriate parties.
- Cultivate and maintain 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 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.
- Provide /support life skills training regarding housing locations, budgeting, tenant responsibility and other housing responsibilities
- Coordinate with the RRH Staff and participant move-in activities such as visual unit inspection and procuring of move-in documents to submit to RRH Case Manager Lead and Social Services Manager.
- Liaison between participants and landlords in matters relating to apartment maintenance as well as rental payments to stabilize the client's housing situation.

- Provide access to community resources to assist residents, as needed, during their move into permanent housing.
- Make referral to appropriate providers and resources, such as Career Launchpad, to resolve barriers to employment.
- Provide crisis intervention and assist clients with support services to ensure employment retention, mental health stability, health and safety, etc., as needed.
- Participate and contribute to program team building.
- Attend program meetings and trainings.
- Perform other necessary duties assigned by the RRH Case Manager Lead and Social Services Manager.
- Maintain case files and database entry per contract and agency standards/requirements.
- Attend required contract/agency training and meetings

**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.*

**EDUCATION:**

- Master's Degree or higher in Social Work or related field; or Bachelor's Degree in Social Services, Public Administration or Human Services field, preferred.
- A combination of education/training, and documented knowledge/skills and experience may, in some cases, substitute for the education requirement.

**EXPERIENCE:**

- At least one year of experience in direct provision of social services, particularly within homeless housing, preferred.

**OTHER KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated computer skills including knowledge of database, word processing and e-mail programs.
- Understanding of homelessness, long-term homelessness, and client housing needs; as well as the other issues clients face such as substance abuse, mental illness, domestic violence.
- Proven ability to provide employment support services, preferred.
- Strong interpersonal and communication skills, including verbal and written.
- Ability to take direction.
- Excellent organizational skills, detail-oriented, strong time management, exceptional problem-solving and able to work in a fast-paced environment.
- Knowledge of housing market trends, and employment and training services, preferred.
- Must have own transportation, a valid Washington state drivers' license, and able to travel to multiple sites on a regular basis.
- Willingness to work flexible hours, and with changing responsibilities.
- Proven ability to: work independently as well as part of a team, effectively multi-task, consistently meet deadlines, prioritize and organize work load and the ability to work with diverse staff and volunteers.
- Adaptable, creative, reliable, thorough, with a sense of humor.
- Strong personal integrity, professional boundaries and confidentiality.

**KEY COMPETENCIES**

- Knowledge of homelessness and how it impacts our communities.
- Cultural competency/humility with diverse populations and their journeys.

**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.
- Valid U.S. driver’s license.
- Complete required training and certifications for job, including CPR/First Aid, HIPAA, Motivational Interviewing, Harm Reduction, Positive Youth Development, Trauma Informed Care within 90 days of employment.

**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.

<p><b>OPENING DATE: 4/22/21</b>  <b>CLOSING DATE:</b> Until Filled</p> <p><i>United Indians of All Tribes  Foundation is an Equal Opportunity  Employer</i></p>	<p><b>APPLICATIONS FOR EMPLOYMENT</b> can be obtained at <a href="http://www.unitedindians.org/about/jobs">www.unitedindians.org/about/jobs</a> , please submit with a resume and cover letter to <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a> .</p> <p>Please contact HR for questions : #206-475-1353, <a href="mailto:msalanga@unitedindians.org">msalanga@unitedindians.org</a></p>
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