

HOUSING STABILITY SPECIALIST

KEY INFORMATION

Reports To: Housing Stability Assistant Manager
Location: Maple Valley
Supervises: None
Key Relationships: Program Directors, Employment Specialist, Financial Specialist, Child and Youth Specialists, Program Database Coordinator, Volunteers, Clients.
Effective Date: July 20, 2021
Hours: Full-time, 40 hours per week, with some evening and weekend hours
Job Classification: Hourly, Non-Exempt
Compensation: \$17.80 – \$22 per hour, DOE; 401(k) plan; medical, dental & vision benefits; PTO: vacation, personal time and sick time.

SUMMARY

This position works with and engages vulnerable families facing homelessness by creating meaningful relationships, seeking to understand each unique family and engaging them in thinking about their own options and solutions. Working directly with parents experiencing a housing crisis to assist them in stabilizing their housing, this position provides emergency housing, rapid re-housing and eviction prevention services. Financial assistance and referral to resources may be provided to a household as the family builds their support network and resiliency, critical to housing stability. This position works closely with a community caring network of landlords, volunteers and benevolence to ensure the family housing stability plan is achievable.

This role is foundational to the success of vulnerable and homeless single parents reaching their goal of self-sufficiency and long-term stability.

Due to the homelessness crisis in King county, Vine Maple Place is expanding to serve more families in need.

RESPONSIBILITIES

- Utilize an approach that is client-centered, strength-based and trauma-informed.
- Create a meaningful, supportive working relationship and offer individualized support to clients.
- Engage clients in assessments, planning, monitoring, evaluation of client housing stability and housing needs/services.
- Creatively engage families in finding housing.
- Engage clients in housing stability skill training with a collaborative team focus on housing assessment and affordable options.
- Engage with landlords and clients in eviction resolution, move-in plans, rent planning and tenant training.
- Work with a collaborative team focusing on client housing stability.
- Maintain accurate client files and enter client information into Client workbook, including case notes, goals, progress reports, rent and landlord plan and individual plan. Complete weekly, monthly and quarterly client reports and outcome narrative reports on program performance as needed.

QUALIFICATIONS

- Have a personal relationship with Jesus Christ and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Maintain an acceptable background check and ability to pass a drug test.
- Understand issues related to poverty, homelessness and the governmental, educational and social service systems that serve low-income people.
Self-reflection; cultural competence; self-awareness.
- Solid understanding of Vine Maple Place's mission and strategic plan.
- Strong oral, written and interpersonal communications skills.
- Ability to independently prioritize and organize workload and special projects to meet deadlines.
- Ability to work independently, take initiative and exhibit flexibility.
- Self-motivated with strong organizational and project management skills.
- Possess the ability to handle confidential and sensitive information.

EXPERIENCE AND EDUCATION

- Bachelor's degree in social or human services, education, or related field desired. An equivalent combination of experience and education will be considered.
- One to two years of demonstrated experience preferred: performing work related to Housing Services or Property Management.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess a valid driver's license, safe driving record, and proof of insurance.
- Computer skills: Proficient in Word, Excel, Outlook, and internet navigation.
- Able to work well with others in a collaborative and respectful manner.
- Able to multi-task and deal with complexity on a frequent basis.
- Ability to maintain a professional demeanor and confidentiality.
- Ability to respond to common inquiries and complaints from clients.
- Ability to effectively present information to supervisory and management groups.
- Sensitivity to the needs of clients, staff, and volunteers from diverse cultural and economic backgrounds.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org