

## EMPLOYMENT OPPORTUNITY

### Supportive Housing Coordinator

The Supportive Housing Coordinator is responsible to lead the activities of the supportive housing programs team, assessing client needs and referring them for appropriate housing and case management services. Works closely with the Housing Resource Center and partner agencies providing permanent housing options.

#### **JOB DUTIES and RESPONSIBILITIES INCLUDE:**

1. Assess clients referred by the Housing Resource Center for case management.
2. Assign appropriate case manager according to client needs.
3. Develop strong community and local landlord relationships; participate in community presentations and events.
4. Maintain documentation of client goals, progress, and services in the Homeless Management Information System (HMIS).
5. Oversee budget, grant administration and compliance requirements for program.
6. Supervise department staff, direct case management, and train, as needed.
7. Attend meetings for Skagit County Coalition to End Homelessness, Veteran Assistance Funds Board.
8. Assist in the development and oversight of additional housing and voucher programs as needed.
9. May take on direct service responsibilities as needed.
10. Participate in agency staff meetings and other meetings and trainings as required.
11. Other related duties as assigned by management.

#### **QUALIFICATIONS INCLUDE:**

##### **Education & Experience**

- Bachelor Degree, in Psychology, Human Services, Social Sciences or related field.
- 3-years of job-related experience, working with homeless or housing issues, or a combination of education/experience meeting required job qualifications.
- Supervisory experience required.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

##### **License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.
- Family Development Program Certificate within first 6-months of employment.
- Financial Coaching Training within first 6 months of employment.

##### **Skills and Abilities**

- Spanish/English bilingual strongly desired.
- Ability to positively represent Community Action in many settings.
- Acquired knowledge of community resources, and ability to build and sustain effective partnerships.

- Strong organization and time management required, with ability to multi-task.
- Critical thinker with strong intuition preferred.
- Ability to work independently, as well as, part of a team.
- Ability to maintain confidentiality.
- Proficient in Microsoft Office Suite applications, including Excel, Word, Access, PowerPoint, Publisher and Outlook programs.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

## COMPENSATION AND BENEFITS:

\$19.44 - \$24.30 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

*(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)*

## TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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