

## EMPLOYMENT OPPORTUNITY

### Housing Specialist – Supported Housing

The Specialist will provide intensive support services to individuals with challenging or complex needs in finding and maintaining housing. The specialist works closely with behavioral health systems, including inpatient psychiatric facilities, and allied health professionals to support the well-being of the individuals served within the program. The individuals served within these programs will be chronically homeless, physically disabled, have persistent mental illness, and/or substance use disorders. This is a full time position at 37.5 hours per week.

#### JOB DUTIES INCLUDE:

1. Using the Family Development Program model:
  - Screen and assess client need;
  - Provide crisis intervention services;
  - Assist with housing search and placement;
  - refer to appropriate resource programs for continued service;
  - Advocate for client rental agreements/applications;
  - Assist client with action plan and household budget;
  - Help client research and secure resources;
  - Schedule regular home/office/phone client contacts;
  - Conduct 6 & 12-month client follow-up after exiting program;
  - Maintain client database records.
2. Provide individualized support to assist with stabilization and self-identified goals using the principles of the Supportive Housing philosophy, which include Housing First, Harm Reduction, Trauma Informed Care, Motivational Interviewing, Person Centered Planning and Strengths-Based Approach
3. Facilitate cross sector coordination of all services the individual may need. (i.e. long-term services and supports, mental health, substance use disorder, disability assistance, legal and/or financial issues, etc.)
4. Act as a liaison between the individual, institutional facility staff, case managers, housing providers, medical personnel, legal representatives, formal caregivers, family members, informal supports and any other parties involved.
5. Provide housing search services and tenancy support services for individuals wanting to live independently.
6. Adhere to all program requirements for funding streams, contracts, reporting, and policies and procedures
7. Other related duties as assigned by management.

#### QUALIFICATIONS INCLUDE:

##### Education & Experience

- Bachelor's Degree in Human Services or related field; plus 1 year experience in supportive housing or in the coordination of independent living services within a social service setting;

##### OR

- 2+ years' experience in supportive housing or in the coordinator of independent living services within a social service setting under qualified supervision
- Or a combination of education and experience providing the knowledge, skills, and abilities to 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.

### **Skills and Abilities**

- Proficient in Microsoft Office Suite applications, including Excel, Word, and Outlook; Experience with Office Hours, HMIS, and other databases a plus.
- Demonstrated knowledge of behavioral health system, long-term care services, community resources and welfare programs.
- Working knowledge of the nature of living with physical disabilities, serious mental illness, and substance use disorder. Familiarity with treatment modalities, interventions and techniques.
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine, 10-key).
- Bilingual (Spanish/English) desired; additional languages helpful.
- Must have strong and effective communication skills (oral and written) for a variety of audiences.
- Strong organization and time management required, with ability to multi-task.
- Good knowledge of local resources desirable.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.
- Strong customer service skills and service attitude.
- Solid observation, analytical and intuitive abilities.
- Ability to respond appropriately in stressful or emotionally charged situations.

## **COMPENSATION AND BENEFITS**

\$17.49 - \$21.87 per hour (DOE)

Benefits include:

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

*(Community Action reserves the 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.

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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*\*Application forms and job announcements are available at the above address and also at our website, [www.CommunityActionSkagit.org](http://www.CommunityActionSkagit.org).*