

EMPLOYMENT OPPORTUNITY

Eviction Prevention Specialist(s)

The Eviction Prevention Specialist will provide assistance in our Eviction Prevention program. Within this program the specialist will respond to inquiries about the program, determine eligibility, collect documentation from individual and families seeking emergency assistance and facilitate on-going communication between landlords to determine payment arrangements. It is a full time position at 37.5 hours per week.

We are in need of bilingual candidates to fill this position in order to effectively serve all members of our community. We strive to bring people into our team with a variety of experiences and strengths. We encourage you to apply even if you have not worked in this field before as we know other professions have highly transferrable skills.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Answer phones, greet and screen clients, schedule appointments, and respond to inquiries regarding the Eviction Prevention Program from landlords.
2. Perform brief client assessment to determine eligibility and provide referrals to other programs and resources as needed.
3. Communicates program guidelines and documentation needed to provide financial assistance clients.
4. Schedules appointments for households to provide and sign off on documentation.
5. Provide eviction prevention education through email or virtual video platform by request to review with clients.
6. Educate, advocate, and communicate with landlords regarding eviction moratorium, eviction prevention program, and payment arrangements on behalf of client.
7. Build and maintain client files with required documentation per contract for funding source, perform periodic reviews and assessments of households as needed to determine on-going eligibility.
8. Adhere to requirements of program funding streams, contracts, policies and procedures.
9. Attends Community Action staff meetings and other meetings and trainings as required.
10. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- AA Degree in Social/Human Services or related field.
- Two-years of experience in comprehensive case management preferred;

(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 preferred.

Skills and Abilities

- Spanish/English bilingual strongly desired.

- Strong organization and time management required, with ability to multi-task.
- Good knowledge of Community Action programs and local resources desirable.
- Strong customer service skills and service attitude.
- Solid observation, analytical and intuitive abilities.
- 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:

\$17.72 - \$22.16 per hour (DOE)

Benefits include:

- Medical & Dental Insurance (including Rx and Vision)
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick Leave, Vacation, 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

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.
