



Job Announcement: Sophia's Place Case Manager

Who you are

First and foremost, you want to help others. You believe that every human being has the right to safety, shelter, food, dignity, and love, no matter who they are or where they came from. You are compassionate, hard-working, patient, and level-headed. You can work well with everyone regardless of cultural background, socio-economic status, or personality type. You believe in the importance of maintaining policies and boundaries, but don't like rules for the sake of rules. You have a good sense of humor, high emotional stamina, and a commitment to a healthy work/life balance and self-care. You're a team player. You have experience providing direct service to people experiencing homelessness, mental illness, and drug/alcohol addiction.

If this sounds right, we want you to come be our new Sophia's Place Case Manager!

Who we are

The Sophia Way is a 501c3 nonprofit organization with a mission to end homelessness for adult women on the Eastside. We are a group of passionate, dedicated, and smart women with a common vision of an Eastside where every woman has a place to call home. We value diversity, equity, teamwork, and investment in our staff. We help and support each other, as well as the women we serve. We are a family!

The job

The Sophia's Place Case Manager provides tools, guidance, assistance with housing search, and referrals to clients in our Sophia's Place Shelter program for women. The ideal candidate has been successful helping female clients create positive change and obtain employment, housing, and community resources, and is familiar with Eastside services.

Responsibilities

- Work directly with clients to develop individual goal plans, implementation, and coordination of services.
- Meet with program participants regularly to evaluate progress.
- Provide advocacy based on information and referrals including: life skills, budgeting, job/education, crisis intervention, mental health, and permanent housing search.
- Complete necessary documentation and maintain confidential client records.
- Build relationships with other agencies and community organizations through referrals and networking.
- Meet regularly with Direct Client Services team. Coordinate with Shelter Management.
- Treat clients in a culturally sensitive manner.
- Adhere to agency policy, procedures and professional code of ethics.
- Other duties as required.

Qualifications

- Experience working with women experiencing homelessness and/or similar difficulties. Minimum 1 year experience is preferred.
- Ability to work effectively in a team, interact with co-workers and clients with diverse ethnic and cultural backgrounds and treat each individual with respect, dignity, and compassion.
- Familiarity with area housing resources, human service agencies and other community resources.
- Computer skills necessary to accomplish duties: Word, Excel.
- CPR/First Aid certified.
- TB test or willingness to obtain.
- Willingness and ability to make sound judgment without on-site supervision.

Practicalities

- This is a full-time, non-exempt position (40 hours/week) with benefits. May require some evening and weekend hours. Salary: \$18-\$20/hour DOE. Benefits include medical, dental, IRA, and team of dedicated co-workers.
- Reports to: Program Director
- **To apply:** Please submit cover letter and resume to Karie Stearns, Program Director, karie@sophiaway.org, with Case Manager in subject line. No calls please. Applications will be accepted until position is filled.

The Sophia Way is an Equal Employment Opportunity Employer and does not discriminate and is open to all qualified candidates, regardless of race, color, gender, sexual orientation, religion or national origin. We also willingly comply with laws that govern age discrimination, equal pay and sexual harassment.

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