



Job Announcement: Housing Case Manager

The Sophia Way's Mission

To help end homelessness for adult women in East King County by providing shelter, case management, life skills training, social services and supportive permanent housing, offering a path from homelessness to stable independent living.

The Position

The Housing Case Manager provides housing stability services to our housing clients and housing navigation services to our homeless single adult women with multiple barriers to housing. 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, case management best practices, and developments in Coordinate Entry, Diversion, Housing First, and Rapid Re-housing.

Responsibilities

- Housing case management will be provided to two separate groups: 12 clients in our Rental Assistance Program (RAP) through Sophia's Home, and 10 clients in our shelter program, Sophia's Place.
- Case management includes, but is not limited to: client engagement, linkage to housing and housing advocacy, building relationships with landlords, assisting clients with housing applications, assessment of client strengths and obstacles, safety planning and assessment, individualized goal planning, linkage with community supports and treatment services, care coordination with other service providers, life skills training, assistance applying for state income and health benefits, connections with employment and training opportunities, job development, job coaching, work readiness, job placement, assistance with housing applications and paperwork, assistance with social support and enhancing social networks, assistance documenting eligibility for housing subsidy, and case consultation with building management on housing stability.
- Documentation of client progress in case notes and database, and a variety of other supports. All meetings, referrals and outcomes shall be documented and maintain confidential client records.
- Work directly with clients to develop a Housing Stability Plan to provide support necessary for residents to maintain and improve their housing situation and shelter clients to secure housing.
- Meet with program participants on site at their residency regularly to evaluate progress and shelter clients will meet weekly at the administrative office.
- Build relationships with other agencies and community organizations through referrals and networking.
- Meet regularly with Client Services team.
- Treat clients in a culturally competent and sensitive manner.
- Adhere to agency policy, procedures and professional code of ethics.

Qualifications

- Bachelor's degree in Social Work, Psychology, Human Services, or related field required. Master's Degree preferred.
- Experience working with women experiencing homelessness. Minimum 2 years' experience is preferred.
- Ability to effectively interact with co-workers and clients with diverse ethnic and cultural backgrounds. 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.
- Pass a criminal background check.

Practicalities

This is a full-time, non-exempt position (40 hours/week) with benefits. Salary: \$20-\$23/hour DOE. Benefits include full medical, vision, dental, an IRA, and frequent professional development.

To apply: Please submit cover letter and resume to careers@sophiaway.org, with Housing Case Manager in subject line. No calls please. Applications will be accepted until position is filled. ***For certain consideration, submit application no later than 5:00 pm November 13th.***

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.