



Job Announcement: Section 8 Housing Case Manager

The Position

The Housing Case Manager provides housing stability services for our Section 8 Project based clients, and housing navigation services to our single adult women experiencing homelessness. The ideal candidate has been successful helping clients maintain housing, obtain employment, 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

- Works directly with Section 8 tenants who have chosen to participate in case management by identifying barriers to self-sufficiency, and developing goals as well as objectives for overcoming barriers through a Housing Stability Plan and Wrap around services.
- 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, assistance with housing applications, assistance with social support and enhancing social networks, assistance documenting eligibility for housing subsidy, and case consultation with building management on housing stability.
- Work directly with clients to develop a Housing Stability Plan to provide support necessary for residents to maintain and improve their housing situation.
- Meet with program participants on site at their residency regularly to evaluate progress.
- 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.
- Minimum 3 years experience working with women experiencing homelessness is desired.
- Ability to effectively interact with co-workers and clients with diverse ethnic and cultural backgrounds.
- 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 3/19/2018 at 9am.

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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