



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## Job Announcement

POSITION TITLE: Rapid Re-Housing Case Manager  
DEPARTMENT: Housing  
REPORTS TO: Senior Director Family Empowerment  
POSITION STATUS: Non Exempt Regular Full-time (37.5) Hours per week

PURPOSE: The United Way Rapid Re-Housing Program will provide rental, utility and financial assistance services to help mainstream, refugees and immigrant families who are fleeing domestic violence, living on the streets and who are homeless with financial hardships. The housing case manager will provide a variety of assistance, including: rental assistance, housing relocation and stabilization services. This position also will maintain and develop relations with landlords to effectively house participants with multi barriers and, provide mediation when necessary after housing family/individual. The housing case manager will work collaboratively with ReWA programs and other department staff that will lead families to stability.

### RESPONSIBILITIES:

1. Work with the Housing Coordinator to schedule and conduct needs assessments for Program participants.
2. Develop clearly written individualized service plans based on the assessments and submit to housing coordinator for approval.
3. Review, process and submit to housing coordinator family's application package.
4. Provide transitional support and intensive case management services for participants enrolled in the program.
5. Coordinate with the Housing Coordinator participant move-in activities such as pre lease signing visual unit inspection and procuring of move-in documents to submit to Housing Coordinator.
6. Attend lease signing with family/individual when deemed necessary.
7. Liaison between participants and landlords in matters relating to apartment maintenance as well as rental payments to stabilize the family housing situation.
8. Make referral to appropriate providers and resources to resolve families' other barriers for them to be ready for employment.
9. Develop a plan that ensures clients' employment barriers are resolved and that they have steady income
10. Develop individual family services plan by developing an action plan to resolve families' barriers to overall stability; including permanent housing stability.
11. Provide information to property management staff or unity owner regarding move in and departure of individual's families.
12. Schedule and conduct meeting with client, property manager/owner to inspect the unit and approve for Rental.

13. Participate and contribute to program team building.
14. Attend program meeting and trainings
15. Perform all other duties assigned by the Senior Director.

**QUALIFICATIONS:**

- AA in Human Services field and two years professional experience in Social Services field. BA in related field preferred.
- Deep understanding of mainstream, refugees and immigrants housing needs.
- Bi lingual bi cultural and understand refugee populations and their journeys.
- Two Years proven ability to provide high – quality job support services to families’.
- Strong verbal and written English skills.
- Excellent organizational skills.
- Ability to work independently and as part of a team.
- Demonstrated computer skills including knowledge of database, word processing and e-mail programs.
- Knowledge of housing market trends, and employment and training services.
- Must have own transportation, a valid Washington state drivers’ license, and able to travel to multiple sites on a regular basis.
- Willingness to work flexible hours, and with changing responsibilities.
- Proven ability to: work independently as well as part of a team, effectively multi- task, consistently meet deadlines, prioritize and organize work load and the ability to work with diverse staff and volunteers.

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan.

CLOSING DATE: Open until filled

**FOR CONSIDERATION:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclId=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclId=19000101_000001&type=JS&lang=en_US)

EOE