



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 /Employment Specialist
DEPARTMENT: Housing
REPORTS TO: Senior Director Family Empowerment / Program Manager Family Empowerment
POSITION STATUS: Non Exempt Regular Full-time (40) Hours per week (20 hours RRH Case Manager/ 20 hours Employment Specialist)
LOCATION: SeaTac and Seattle
PURPOSE: This position will serve as The Rapid Re-Housing Case Manager Program and a Employment Specialist. As the Rapid Re-Housing Case Manager this position will provide rental, utility and financial assistance services to help 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. The housing advocate will work collaboratively with ReWA programs and other department staff that will lead families to stability.

As the Employment Specialist the position will be responsible for developing job opportunities and marketing employee services to potential employers at the new Allen Family Center. This position acts as liaison between ReWA, DSHS and King County employers to promote the Allen Family Center and ReWA supporting client to obtain employment while working closely with families to help them retain their employment, increase their earnings, and successfully meet their requirements.

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 case management services to participants enrolled in the program.
5. Coordinate with the Housing Coordinator participant move-in activities such as visual unit inspection and procuring of move-in documents to submit to Housing Coordinator.
6. Liaison between participants and landlords in matters relating to apartment maintenance as well as rental payments to stabilize the family housing situation.
7. Make referral to appropriate providers and resources to resolve families' other barriers in order for them to be ready for employment.
8. Develop a plan that ensures clients' employment issue is resolved and that they have steady income

9. Develop individual family services plan by developing an action plan to resolve families' barriers to service.
10. Provide information to property management staff or unity owner regarding move in and departure of individual's families.
11. Schedule and conduct meeting with client, property manager/owner to inspect the unit and approve for Rental.
12. Participate and contribute to program team building.
13. Attend program meeting and trainings
14. Perform all other duties assigned by the Senior Director.

Employment Specialist Responsibilities

1. Conduct comprehensive assessment of clients' training and employment needs to ensure contractual compliance and ensure that monthly report is done in a timely manner.
2. Provide job development, placement and retention services to job seekers including arranging for career exploration/exposure, job matching, and working with employers and new employees to problem solve.
3. Identify and assist client to remove barriers to employment.
4. Conduct a thorough needs assessment and develop employment plans that lead to career paths with wage progression opportunities and increased self sufficiency.
5. Conduct workshops and skills trainings to prepare refugee and immigrant clients for job search and employment.
6. Assist clients with employment application, job search, resume preparation, and job interviews
7. Assist clients with job placement and job retention.
8. Act as a liaison between employers and clients to ensure positive work performance and long-term retention of employment.

Administrative:

9. Track employment opportunities in King County, and provide clients with information and referrals to job openings.
10. Complete and submit all required paper work in a timely, quality, and accurate manner.
11. Participate in staff meetings and trainings.
12. Other duties as assigned.

Follow-up Support:

13. Maintain monthly contact with clients during their employment period to ensure their continued employment through the retention services program per contract requirements.
14. Ensure appropriate job placement by maintaining regular follow-up contacts with clients and employers.
15. Provide crisis intervention and assist clients with support services to ensure successful employment retention.

QUALIFICATIONS:

- BA in Human Services field with two years of experience or AA in Human Services field and five years professional experience in Social Services field.
- Deep understanding of 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

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