



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 / Domestic Violence Housing Case Manager
DEPARTMENT:	Housing
REPORTS TO:	Senior Director Family Empowerment / Domestic Violence Director
POSITION STATUS:	Non Exempt Regular Full-time (40) Hours per week (20 hours RRH Case Manager)
LOCATION:	SeaTac and Seattle
PURPOSE:	<p>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.</p> <p>The DV Housing Case Manager will advocate for a variety of services, including: rental assistance, utility housing relocation, stabilization services and financial assistance services to help refugee and immigrant families who are victims of domestic violence and are experiencing homelessness. Work closely with other ReWA departments to ensure participant is providing comprehensive wrap around services. This position requires excellent customer service.</p>

RESPONSIBILITIES:

Rapid-ReHousing Case Manager

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

Domestic Violence Housing Case Manager

1. Work with Domestic Violence Advocates and Housing Coordinator to schedule and conduct needs assessments for Program participants.
2. Develop clearly written individualized service and/or family service plans based on the assessments.
3. Review and process client's application package and submit to Housing Coordinator and/or Senior Director approval.
4. Provide and/or coordinate financial support and case management services for participants enrolled in the program.
5. Coordinate participant move-in activities such as visual unit inspection and procuring of move-in documents to submit to Coordinator and landlord.
6. Assist with establishing a collaborative partnership between private and public property managers and ReWA housing case managers that helps people leave homelessness and succeed in housing.
7. Act as liaison between participants and landlords in matters relating to apartment maintenance as well as rental payments to stabilize the family housing situation.
8. Utilizes educational opportunities and related resources to improve agency service.
9. Promotes and maintains cooperative working relationships with other community organizations.
10. Make referrals and connections to appropriate providers and resources to resolve participants barriers for them to be ready for employment.
11. Work with ReWA Employment Case Managers to make sure clients employment issue is resolved.
12. Provide information to property management staff or unity owner regarding move in and departure of individual's/families.
13. Schedule and conduct meeting with client, property manager/owner to inspect the unit and approve for Rental.
14. Provide outreach, case coordination and advocacy to ensure client's needs are met.
15. Maintain tracking for grant outcomes.
16. Track annual recruitment, referrals and services.
17. Attend, participate and contribute to program team building, program meetings and trainings and partner meetings.
18. Perform all other duties assigned by Senior Director or DV Director.

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 and domestic violence issues and situations.
- Ability to multi-task program responsibilities with administrative responsibilities
- Two Years proven ability to provide high – quality housing support services to clients
- Bilingual and bicultural with strong verbal and written English skills
- Excellent organizational skills
- Deep understanding of refugees and immigrants housing needs.

- 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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