



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 OPENING**

**POSITION TITLE:** Housing Case Manager  
**REPORTS TO:** Senior Director Family Empowerment  
**STATUS:** Full Time (40 hours per week)

### **SUMMARY:**

This position will serve as a Housing Case Manager. As a Housing Case Manager this position will provide rental financial assistance services to help families who are faced with financial hardships in paying their rent due to COVID 19. Work closely with other ReWA departments to ensure participant is providing comprehensive wrap around services. This position requires excellent customer service.

In this position the Housing Case Manager will work with landlords to ensure they have all their paperwork in so that the tenants in their complex will be assured easy and quick processing of the rental assistance needed to ensure in good standing with their rent and the property they are residing.

### **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community

## **RESPONSIBILITIES:**

- Work with the Housing Coordinator to schedule and conduct needs assessments for Program participants.
- Review, process and submit to housing coordinator family's application package.
- Liaison between participants and landlords in matters relating to application paperwork and tenant coordination
- Make referral to appropriate providers and resources to resolve families' other barriers in order for them to be ready for employment.
- Participate and contribute to program team building.
- Attend program meeting and trainings
- Maintain tracking for grant outcomes.
- Track annual recruitment, referrals, and services.
- Attend, participate and contribute to program team building, program meetings and trainings and partner meetings.
- Perform all other duties assigned by Senior Director Family Empowerment.

## **MINIMUM QUALIFICATIONS:**

- AA in Human Services field with one year of social service experience
- Ability to multi-task program responsibilities with administrative responsibilities
- Bilingual and bicultural with strong verbal and written English skills preferred
- 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.
- 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 workload and the ability to work with diverse staff and volunteers.

**BENEFITS:** Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave

**TO APPLY:**

[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)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**CLOSING DATE:**

Open until filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.