



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: Housing & Employment Stability Case Manager

DEPARTMENT/PROGRAM: Housing – Day 1 Phase 2

REPORTS TO: Housing Program Supervisors

POSITION STATUS: Non Exempt Regular Full-time (40) Hours per week

LOCATION: Kent

PURPOSE: This position will serve as Housing & Employment Stability Case Manager under ReWA's Housing Department. This position connects families to permanent rental housing, utility and financial assistance services to build toward self-stability. This position will support mainstream and refugees and immigrant families living on the streets and who are homeless with financial hardships and, will work with participants to find employment and/or connect with employment case managers to help each participant gain employment to get on their feet and stabilize. The housing case manager will provide a variety of assistance, including rental assistance, affordable housing relocation and stabilization services. The Housing and Employment Stability Case Manager will work collaboratively with the other ReWA programs and other department staff that will lead families to stability.

RESPONSIBILITIES:

- Work with Housing Supervisor to schedule and conduct needs assessments for eligible program participants.
- Develop clearly written individualized service and/or family service plans based on the assessments that include income calculations.
- Support participants with their financial management that work towards fully supporting themselves and family.
- Review and process client's direct client assistance package and submit to Housing Coordinator and/or Senior Director approval.
- Provide and/or coordinate financial support and intensive case management services for participants enrolled in the program using a trauma informed approach to service.
- Coordinate participant move-in activities such as visual unit inspection and procuring of move-in documents to submit to Housing Supervisor and landlord.
- Collect final ledger from landlord as documentation participant is able to support self.
- 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.

- Act as liaison between participants and landlords in matters relating to apartment maintenance as well as rental payments to stabilize the family housing situation.
- Utilizes participant feedback to enhance and/or maintain quality services for the housing programs in ReWA.
- Promotes and maintains cooperative working relationships with other community organizations.
- Make referrals and connections to appropriate providers and resources to resolve participants barriers for them to be ready for employment.
- Assist participants with employment application, job search, resume preparation, and job interviews.
- Act as a liaison between employers and participants to ensure positive work performance and long-term retention of employment.
- Complete credit card/check request form and submit to program manager along with required supporting documents including intake form, immigration documents, DSHS documents, lease, W-9, income verification docs.
- Provide information to property management staff or unity owner regarding move in and departure of individual's/families.
- Provide outreach, case coordination and advocacy to ensure client's needs are met.
- Track annual recruitment, participant demographics, referrals, housing, employment and services tracking for grant outcomes, goal achievement and quality improvement.
- Input all data into HMIS (County Database) and ReWA database. Keep files up to date for monitoring visits.
- Attend, participate, and contribute to program team building, program meetings and training and partner meetings.
- Perform all other duties assigned by Senior Housing Coordinator and Senior Director of Family Empowerment.

QUALIFICATIONS:

- BA in qualifying field with 1 year of experience or AA in qualifying field and 2 years professional experience in Social Services field, education and experience from Home Country can be applicable.
- Deep understanding of refugees and immigrants housing needs, issues and situations.
- Ability to multi-task program responsibilities with administrative responsibilities
- Two Years proven ability to provide high – quality social service support services to clients.
- Preferred bilingual in East African, Eastern European, Ukrainian or Middle Eastern languages with 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.
- 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 remotely and in office 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, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

To Apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&ccId=19000101_000001&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.