



*Mission: Working Together Toward Lasting Solutions to Homelessness*  
*Vision: Interfaith Partners Deeply Engaged in Transforming Our Communities*  
*Values: Compassion, Equity, Integrity, Faith Driven, Transformation*

### Job Description

Position: Coordinated Entry Specialist I	Department: Center for Direct Services
Reports to: Coordinated Entry Specialist II (Team Lead)	Type of Position: Direct Services
Position Type: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours per week: 40
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

#### ORGANIZATIONAL DESCRIPTION

Associated Ministries is a key agent of transformation in Pierce County, committed to function effectively as a sustainable organization, by engaging authentic interfaith relations and effective partnerships, and championing equitable moral leadership to help build a thriving community.

Associated Ministries is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a disabled person.

#### JOB SUMMARY

The Coordinated Entry Specialist I is part of the Homeless Crisis Response System and works directly with households experiencing homelessness to address housing and homelessness in Pierce County. We meet those experiencing homelessness where they are and we provide the appropriate housing intervention determined by each household's unique level of need. All direct services follow the Housing First Model and can include screening households for eligibility, having conversations with households at the shelter door to explore creative alternative housing options, prioritizing households, case management, and matching/referral to appropriate housing interventions.

The successful candidate for this position will be a person who is able to effectively empathize and facilitate problem solving with others currently experiencing homelessness in building stability and navigate disproportionate access to resources and housing. In addition, the candidate for this position must be non-judgmental, respect differences and be able to balance passion for supporting others with good professional boundaries. The ideal candidate will have experience working with vulnerable youth and young adults.

## **RESPONSIBILITIES**

- Work with community partners throughout Pierce County.
- Assess immediate housing barriers and help households brainstorm creative options for alternate housing arrangements utilizing culturally responsive skills/practices, Motivational Interviewing Techniques and/or mediation with family member or friend.
- Facilitate one-time assistance for move-in costs if permanent housing option is available.
- Identify viable double-up options.
- Complete prioritization when needed and ensure all needed documentation is gathered.
- Complete initial eligibility screenings, in person or by phone on an as needed basis.
- Make appropriate referrals to community partners when needed.
- Develop working relationships with landlords and assist with housing search and placement.
- Provide progressive engagement services and case management/support to households transitioning out of homelessness.
- Understand institutional barriers to services and assist in connecting households with resources such as; childcare, employment, legal assistance, financial counseling, and other mainstream resources that will assist them in obtaining housing.
- Document screenings, assessments, referrals, and case management service transactions in HMIS and maintain at least 95% data accuracy.
- Committed to cultural competence and willing to participate in training to develop practical expertise in working with diverse groups and cultures.
- Represent Associated Ministries in community forums.
- Honor cultural and linguistic diversity.
- Assist in the expansion of AM's current service delivery to create partnerships and a program that will address youth and young adult homelessness in Pierce County
- Other duties as assigned.

## **WORK EXPERIENCE/SKILL REQUIREMENTS**

- Experience in human services or a closely related field.
- Experience working with diverse populations.
- Experience working with people in crisis.
- Experience working with vulnerable youth and young adults.
- Knowledge of and commitment to Housing First Homeless Services.
- Commitment and ability to engage in empathetic, non-judgmental way with people in stressful situations, in order to help resolve immediate housing crisis.
- Ability to think creatively and problem solve with a solution-focused approach.
- Demonstrated ability to utilize MS Word, MS Excel, and MS Outlook.
- Proven proficiency in writing both case notes and data reports.
- Knowledge of local formal and informal resources for basic needs of families.
- Proven ability to navigate systemic barriers in order to access resources.
- Demonstrated ability to attend to details.
- Ability to speak articulately and advocate effectively on behalf of self and others.

- Ability to both empathize and consistently maintain appropriate professional boundaries.
- Demonstrated commitment to diverse backgrounds and religious diversity including all faith traditions (religions).
- Ability and willingness to work in a team and promote a positive team spirit.
- Proven ability to provide own transportation to and from work (and to clients as needed).
- Ability to be flexible with work hours, including evenings.
- Demonstrated ability to engage with diverse communities.

#### **WORK EXPERIENCE PREFERENCES**

- Past experience with Motivational Interviewing and/or Mediation.
- Past experience with Progressive Engagement and Housing First Services.
- Experience with conflict resolution, mental health first aid, and/or deescalation training
- Current familiarity and ability to work in Homeless Management Information Systems (HMIS); and an integrated database (i.e. Client Social Services Tracker)
- More than 2 years of direct professional work in homelessness intervention.
- Volunteer experience in Human Services.
- Fluency in a language other than English.

#### **EDUCATIONAL REQUIREMENTS**

Undergraduate degree or 2 years relevant experience  
Appropriate life experience also considered.

**\*All work/skill/educational requirements must be met for hire\***

#### **COMPENSATION**

**Pay Range: \$17.51 - \$22.45 per hour**

**Benefits:** Health insurance, Simple IRA plan, and generous benefit package as detailed by Personnel Policies

#### **APPLICATION PROCESS**

This position will remain open until filled. First review of applications will be May 24th. Application must include cover letter and resume addressing position requirements. Send to: Associated Ministries, 901 South 13th Street, Tacoma WA 98405, or e-mail all to [Bekhec@associatedministries.org](mailto:Bekhec@associatedministries.org). No phone inquiries, please.