



*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   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 Resource 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 experiencing homelessness to explore creative alternative housing options, case management, and connecting households with appropriate resources and documents to obtain housing.

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.

#### **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.
- 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.
- Commitment to cultural competence and willing to participate in training to develop practical expertise in working with diverse groups and cultures. Honor cultural and linguistic diversity.
- Schedule appointments, check voicemails, return calls, and work with walk-in clients, filing, submitting check requests, data entry, and research different resources in the community.
- Other duties as assigned.

#### **WORK EXPERIENCE/SKILL REQUIREMENTS**

- Experience in human services or a closely related field.
- Experience working with diverse populations and commitment to serve all people regardless of their diverse backgrounds, including all faith traditions.
- Experience working with people in crisis.
- 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.
- 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.
- Ability and willingness to work in a team and promote a positive team spirit.

#### **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 de-escalation training
- Current familiarity and ability to work in Homeless Management Information

- Systems (HMIS); and an integrated database
- More than 2 years of direct professional work 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: \$20.78 - \$26.12 per hour**

### **APPLICATION PROCESS**

This position will remain open until filled. First review of applications will be June 1<sup>st</sup>, 2022. 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 Shae Fairclough [ShaeF@associatedministries.org](mailto:ShaeF@associatedministries.org) No phone inquiries, please.