



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: Housing Specialist I	Department: Center for Direct Services
Reports to: Family Permanent Housing	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 <b>Non-exempt</b>

**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.

Racial Equity is a high priority for us and our Housing Specialist I will have a role in moving this work forward. We have had a team of staff and board members working on our anti-racism and equity efforts for several years. Our mission is “working together toward lasting solutions to homelessness.” Since people of color are disproportionately likely to become homeless, we must address racism as part of our mission.

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 Housing Specialist I is part of Associated Ministries’ Family Permanent Housing Team. Family Permanent Housing is a Housing First Rapid Rehousing program that assists our communities’ most vulnerable families and individuals experiencing homelessness by helping them re-enter affordable housing as rapidly as possible (within 30 days). Rapid Rehousing services include initial intake and housing assessment, housing location, case management, rent subsidy, goal setting, exit planning and other tailored services.

The successful candidate for this position will be a person who is able to be comfortable with change, able to keep positive work moral, and be able to effectively empathize and facilitate problem solving with people currently experiencing homelessness. In addition, candidates for this position must be non-judgmental, respect differences, and able to balance passion for supporting others with good professional boundaries.

**RESPONSIBILITIES**

- Ensure the Housing First model is followed at all times.
- Ensure all contract performance measures are being met regularly.

- Collect all needed documentation per funding source at intake, interim, and exit.
- Make appropriate referrals to community partners when needed.
- Develop working relationships with Landlords and assist with housing search and placement.
- Develop strong working relationships with community partners who provide services and supports.
- 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.
- Post RRH vacancies in HMIS (Homeless Management Information System).
- Document referrals, intakes 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.
- Work closely with Program Manager for consultation and ongoing program evaluation.
- Represent Associated Ministries in community forums.
- Honor cultural and linguistic diversity.
- Other duties as assigned.

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

- Experience in human services or a closely related field.
- Experience working with diverse populations and engaging in diverse communities.
- Knowledge of and commitment to Housing First Homeless Services.
- Capability to speak articulately and advocate effectively on behalf of self and others.
- 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 localized formal and informal resources for basic needs of families.
- Proven ability to navigate disproportionate access to resources and housing.
- Capacity to both empathize and consistently maintain appropriate professional boundaries.
- Demonstrated commitment to diverse backgrounds and religious diversity including all faith traditions (religions).
- Proven ability to provide own transportation to and from work (and to clients as needed).

#### **WORK EXPERIENCE PREFERENCES**

- Previous experience with Progressive Engagement and Housing First Services.
- Experience engaging and building strong relationships with Landlords.
- 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**

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

### **APPLICATION PROCESS**

This position will remain open until filled. The first review of applications will be July 29, 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 [ShaeF@associatedministries.org](mailto:ShaeF@associatedministries.org). **No phone inquiries, please.**