



Daybreak Star Indian Cultural Center
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 285-4425 Fax: (206) 282-3640

JOB DESCRIPTION

JOB TITLE:	Housing Coordinator		
PROGRAM:	Labateyah Bridge Housing	FLSA STATUS:	Non-exempt
LOCATION:	9010 13 th Avenue N.W., Seattle	WORK SCHEDULE:	Full Time
REPORTS TO:	Social Services/Program Manager	PAY RANGE:	\$28-29/hr

JOB SUMMARY: The Housing Coordinator is responsible for working collaboratively with Labateyah Bridge rapid rehousing and case management staff in securing and maintaining permanent housing for youth participating in the Bridge Housing program, including both Labateyah Bridge Housing and Home of Hope Bridge Housing. This position builds and maintains positive working relationships with landlords and property managers throughout King County. The Housing Coordinator requires a high degree of flexibility in responding to emergent needs of youth and young adults in crisis as well as good organizational and documentation skills. All Labateyah employees are expected to demonstrate the organization values and sensitivity to the diversity of the organization’s client base. This position is directly supervised by the Social Services Manager.

ESSENTIAL FUNCTIONS:

- Engage participants, in collaboration with program administrators, case managers and youth/peer advocates. Utilize strengths-based and harm reduction approaches to provide a high quality of care that is flexible and responsive to each participant’s unique needs and preferences.
- Seek out connections and cultivate partnerships with landlords, property managers and community partners to support program participant in securing safe, affordable housing in King County. Act as point of contact for landlords, working with Rapid Rehousing Case Manager, Housing Administrator and client to resolve issues in maintaining housing and positive landlord/tenant relationships.
- Obtain and maintain Housing Quality Standards (HQS) certification and conduct housing inspections for participants. Facilitate or accompany participants to apartment viewings.
- Negotiate leases on behalf of participants and orient participants to rules, regulations, lease obligations, housing quality standards and housing assistance policies. Be familiar with the Landlord Tenant Act and able to communicate rights and responsibilities.
- Must be willing to travel in personal or program vehicle throughout greater Pudget Sound area, as needed.
- Provide specialized services and support to youth in achieving goals and living independently. Collaborate with program staff to provide training or workshops for clients and staff on topics such as tenant rights and responsibilities, housing discrimination, finding and securing housing, communication with landlords and fair housing.

- Understand contract/grant terms and conditions, outcome achievement, compliance and support program in ensuring high quality service delivery.
- Provide crisis intervention and crisis counseling to program participants as needed.
- Complete and submit all documentation in a timely manner, complete reports and maintain records as assigned. Ensure all client data is both current and accurate in client files.
- Attend monthly Rapid Rehousing/Locator Learning Circle Meetings.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- High school diploma or GED. Associate’s or Bachelor’s degree preferred, but will consider extensive relevant experience for education.
- A firm understanding of landlord and tenant laws.
- 1 or more years of experience working with landlords and community partners; dealing with property management in some capacity.
- Experience working with youth, those experiencing homelessness, those dealing with the social and economic issues associated with low or no income.
- Some experience with case management preferred.
- Experience working in crisis situations; understanding of de-escalation techniques preferred.
- Education, training or experience in social work, youth development, anti-oppression, chemical dependency, developmental issues, mental health issues, emotional and behavioral issues associated with trauma, root causes of poverty and social justice preferred.
- Excellent written and oral communications skills.
- Excellent computer skills, including Windows, Microsoft Word, Microsoft Outlook. And, an ability to maintain complex client records.
- Experience in conducting training and working with diverse populations.
- Ability to maintain professional boundaries and build trust.

KNOWLEDGE, SKILLS, and ABILITIES REQUIRED:

- Strong interpersonal and communication skills.
- Ability to take direction.
- Ability to function independently.
- Adaptable, creative, reliable, thorough.
- Personal integrity and confidentiality.
- Exceptional problem-solving skills.
- Highly organized, detail-oriented, strong time management skills and able to work in a fast-paced environment.
- Ability to be flexible with schedule.

SPECIAL REQUIREMENTS: *Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.*

- Pass a basic criminal history background inquiry.
- Valid U.S. driver’s license.

- Complete required training and certifications for job, including CPR/First Aid, HIPAA, Motivational Interviewing, Harm Reduction, Positive Youth Development, Trauma Informed Care within 90 days of employment.
- Negative results on TB test.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage, sitting for long periods of time and computer usage. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.

Signed: _____

Date: _____

Supervisor: _____

Date: _____