



The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community as well as all communities in need.

POSITION SUMMARY

The Rapid Rehousing Case Manager assists the RRH Lead Case Manager and Social Services Manager in fulfilling the goals and objectives of the program, including conducting resident intakes and assessments, developing and monitoring individual service plans for residents. This position provides residents with assistance in crisis management, overcoming obstacles to goals with regard to education, employment, housing and personal issues, and makes referrals to other services as needed. The RRH Case Manager collaborates with the Labateyah Bridge Housing RRH Lead Case Manager, Crisis Housing Case Manager and Social Services Manager to quickly move youth from Labateyah's crisis housing into permanent housing via rapid rehousing supports.

DUTIES AND RESPONSIBILITIES

- Collaborate with the RRH staff to schedule and conduct needs assessments for program participants; including assessment of housing needs.
- Develop clearly written housing stability plans to address barriers/goals based on the assessments.
- Develop individual services plans that include plans to resolve barriers to service and stability, including a plan to obtain and maintain income.
- Provide transitional support and services to participants enrolled in the program, including individualized case management per resident service plan.
- Assist in the negotiation of leases on behalf of residents in collaboration with appropriate parties.
- Cultivate and maintain relationships with rental agencies, landlords, private and non-profit and other property owners willing to rent to low income residents.
- Provide training on housing opportunities and tenant roles and responsibilities, tenant rights and responsibilities, housing discrimination, finding and securing rental housing, fair housing and positive communication with potential and current landlords.
- Meet with residents to determine eligibility and collect appropriate enrollment documentation.
- Provide /support life skills training regarding housing locations, budgeting, tenant responsibility and other housing responsibilities
- Coordinate with the RRH Staff and participant move-in activities such as visual unit inspection and procuring of move-in documents to submit to Housing Administrator.

Rapid Rehousing Case Manager

Job Title

9010 13th ave nw Seattle, WA
98117

Location (address)

\$29.00 an hour
Wage

40 hours a week
Schedule

Medical Insurance / Dental
Insurance / Vision Insurance / Paid
Sick Leave / Paid Vacation Leave /
EAP / Paid Holidays

Benefits



- Liaison between participants and landlords in matters relating to apartment maintenance as well as rental payments to stabilize the client's housing situation.
- Provide access to community resources to assist residents, as needed, during their move into permanent housing.
- Make referral to appropriate providers and resources, such as Career Launchpad, to resolve barriers to employment.
- Provide crisis intervention and assist clients with support services to ensure employment retention, mental health stability, health and safety, etc., as needed.
- Participate and contribute to program team building.
- Attend program meetings and trainings.
- Maintain case files and database entry per contract and agency standards/requirements.
- Attend required contract/agency training and 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.

EDUCATION

- Master's Degree or higher in Social Work or related field; or Bachelor's Degree in Social Services, Public Administration or Human Services field, preferred.
- A combination of education/training, and documented knowledge/skills and experience may, in some cases, substitute for the education requirement.

EXPERIENCE

- At least one year of experience in direct provision of social services, particularly within homeless housing, preferred.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated computer skills including knowledge of database, word processing and e-mail programs.
- Understanding of homelessness, long-term homelessness, and client housing needs; as well as the other issues clients face such as substance abuse, mental illness, domestic violence.
- Proven ability to provide employment support services, preferred.
- Strong interpersonal and communication skills, including verbal and written.
- Ability to take direction.
- Excellent organizational skills, detail-oriented, strong time management, exceptional problem-solving and able to work in a fast-paced environment.
- Knowledge of housing market trends, and employment and training services, preferred.



- 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 as well as part of a team, effectively multi- task, consistently meet deadlines, prioritize and organize work load and the ability to work with diverse staff and volunteers.
- Adaptable, creative, reliable, thorough, with a sense of humor.
- Strong personal integrity, professional boundaries and confidentiality.

KEY COMPETENCIES

- Knowledge of homelessness and how it impacts our communities.
- Cultural competency/humility with diverse populations and their journeys.

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.

AMERICANS WITH DISABILITY SPECIFICATIONS PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must also be able to drive during the day time and at night. When visiting client homes, driving to the office, and driving to outreach and group connection events, the employee may be exposed to a range of King County weather conditions and changing noise levels. The noise level in the office work environment is usually moderate.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. United Indians of All Tribes Foundation is an at-will employer.



Hiring period

Starts: 4/3/2023

Ends: UNTIL FILLED

Active recruitment for this position will not begin until the period outlined above. Applicants are welcome to submit application documents before hiring period.

To Apply

Complete our [employment application](#).

For questions please email our HR team at jobs@unitedindians.org

United Indians of All Tribes Foundation is an Equal Opportunity Employer