



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.

JOB PURPOSE

The Tenant Services Project will provide outreach services to residents to educate them on tenant rights and responsibilities, through information sessions presented to small groups, and tabling at community, partner agency and UIATF events, including virtual events. We will conduct monthly community events to promote tenant-relevant education and training; as well as provide connection to services. The project will educate and support tenants in initiating and maintaining good relations with landlords, and in troubleshooting challenges that arise in those relationships. The project will offer warm referrals to other resources such as eviction prevention, financial assistance and/or counseling to Indigenous, immigrant and refugee, and Elder populations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct monthly community training events that educate tenants about renter protections and resources, including information re: the McKinney Vento Act and WA state landlord-tenant law; and connect tenants to services. Educate veteran, senior, and vulnerable population individuals and/or families on eviction proceedings rights to prevent housing instability. Educate and support tenants in initiating and maintaining good relations with landlords, and in troubleshooting challenges that arise in those relationships.
- Connect tenants to financial or other assistance to prevent eviction, making warm referrals to resources.
- Screen calls on main intake line and make referral to appropriate program within or outside UIATF.
- Enroll vulnerable population individuals and families experiencing or facing eviction proceedings into case management as needed.
- Assist clients in developing and meeting their individual goals.
- Engage in proactive outreach, education and assistance with accessing City or other services. Partner with organizations serving tenants in focus communities who are less likely to access City and other services.

Tenant Support Specialist

Job Title

5011 Bernie Whitebear Way Seattle,
WA 98199

Location (address)

\$26.00 - \$27.00/hr

Wage

Eligible for \$1,500.00 bonus, pending a
6-month performance review

Bonus

40 hrs a week

Schedule

Medical Insurance / Dental Insurance
/ Vision Insurance / Paid Vacation
Leave / Paid Sick Leave / Paid
Holidays / Employee Assist Program

Benefits



- Maintain and grow referral network with partner and government agencies, creating a document with their contact information.
- Provide guidance on how to deal with common issues facing renters, such as counseling, written guidance and example correspondence. Connection to financial counseling, aging and disability services and debt defense.
- Outreach at UIATF events such as UIATF Powwow and Indigenous Peoples' Day commemoration, when possible, with flexibility to attend virtual events. Outreach at cultural events, school and resource fairs hosted by organizations serving the American Indian, Alaska Native, Native Hawaiian and Pacific Islander communities when possible, with flexibility to attend virtually.
- Help clients identify specific goals that will prevent eviction and stabilize housing and create specific goals to support this
- Share warm referrals to legal partners for assistance and/or representation
- Monitor and implement file system to ensure adequate records are maintained and secured
- Maintain data collection and case records as required by the agency
- Ensure effective relationships with program participants, veteran, senior, and vulnerable population families, co-workers and collaborators
- Attend relevant agency and funder sponsored meetings
- Flexibility and availability during evening hours and/ or weekends for relevant agency and funder sponsored meetings, when necessary
- Create necessary forms and documentation relevant to objectives for clients.
- Other duties include implementing training initiatives, operational assignments, development of program procedures, and/or follow up with correspondence to funders.

QUALIFICATIONS

- Ability to work independently and as a member of a team or leading a team.
- Demonstrated ability to communicate effectively with people from different backgrounds and with diverse communication styles.
- Ability to recognize problems, assess situations, gather relevant information from a variety of sources and respond effectively to identified problem.
- Ability to impart knowledge, to speak in front of small groups, and to facilitate discussions; teaching/training experience desired;
- A strong understanding of local systems and awareness of existing resources for clients experiencing imminent homelessness.
- Experience utilizing technologies for online meetings such as Teams and Zoom.



- A strong understanding of local and state landlord-tenant laws.
- Ability to work with diverse populations, specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native, Native Hawaiian and Pacific Islander community.
- Successful completion of a criminal background check.
- Valid Washington State Driver's license and current auto insurance.
- Must have own reliable transportation to travel to meetings with providers, clients and events.
- Demonstrated ability to update and maintain client database and confidentiality.

EDUCATION:

- Bachelor's Degree in Human Services or a related field and/or 3-5 years' work experience preferred; but other relevant education and experience may be substituted.

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