

JOB OPPORTUNITY

Position: Solace DV Housing Case Manager
Reports to: Director of Housing Services Program
Exempt Position: 40 hours/week
Starting Salary : \$37440-39,520.00 (DOE), Health and Vacation Benefits

If you are someone who is compassionate and dedicated in working with survivors of domestic violence in achieving housing stability- the Solace Program has an immediate opening for you.

1. JOB SUMMARY

Solace Domestic Violence Program provides culturally appropriate, intensive case management services to survivors of domestic violence to attain, maintain and sustain housing stability including families in Solace transitional housing program.

The Solace Program Case Manager will also assist the Director with administering the program's policies and procedures of funds from the City and of the Victim of Crimes Act.

2. JOB RESPONSIBILITIES/ACCOUNTABILITIES

- Provide housing search and stabilization services through comprehensive, culturally appropriate case management services including counseling and advocacy to victims of domestic violence
- Complete client intake to assess survivor's needs, and strengths for program enrollment.
- Develop client driven service plans, goals and objectives and ability to maintain confidentiality and adhere to boundaries.
- Provide information, resources and referrals to clients to assist them with being self-sufficient
- Refer clients to other agencies and resources and advocate directly with other agencies as needed to help client access necessary services.
- Maintain service partnerships with referral agencies.
- Provide housing advocacy services and support to survivors of relationship violence, stalking, and sexual assault or abuse and their children
- Assisting clients to be rent ready with financial coaching to improve credit , assisting with resumes, interviews, job search, enrolling them in job training programs and school programs for their children
- Maintain accurate record-keeping of services rendered that are relevant to specific programs and funding requirements
- Evaluate clients' services upon exit and brainstorm on improvement as and when it is necessary
- Provide outreach and network with landlords and property owners in Seattle and King County in order to connect families with having their housing needs met.
- Build partnerships with agencies serving survivors and serve as liaison between Solace and other service providers
- Participate in staff meetings, case conferences and other meetings as needed
- Perform other duties as assigned by Program Director

3a. COMPETENCIES, KNOWLEDGE AND ABILITIES:

- Ability to relate effectively and respectfully with people from diverse backgrounds
- Must work well with persons of varied sexual preference, racial, ethnic, cultural and socioeconomic backgrounds.
- Knowledge of counseling and advocacy techniques for people who have been victims of domestic violence, including crisis intervention and case management skills beneficial.
- Ability to work independently under minimal supervision and guidance
- Awareness of relationship violence, child abuse, stalking, and sexual abuse and assault preferred.
- Can multitask, able to plan, organize and prioritize work to meet schedules and deadlines
- Experience in performing administrative duties pertaining to program
- Experience in entering data into HMIS, Infonet
- Good oral and written communication and computer skills are required especially Microsoft Office
- Completed basic 50 hours of domestic violence training, if not training will be provided

3b. REQUIRED QUALIFICATIONS

- Bachelor's Degree in Human Services or a related field with at least 2 years, experience or equivalent work with working with survivors of domestic violence and immigrant and refugees.
- Preferably bilingual
- Valid Washington State Driver's License

Please send your resume and cover letter to cjames@interimcda.org by March 15, 2019. Applications will be reviewed from March 12, 2019