JOB ANNOUNCEMENT

JOBTITLE: Eviction Prevention Case Manager (ERAP)

PROGRAM: Homelessness Prevention (ERAP)
FLSA STATUS: Non-Exempt

LOCATION: Daybreak Star Indian Cultural Center
WORK SCHEDULE: Full-time

REPORTS TO: ERAP Program Supervisor
PAY RANGE: 24.50hr.

JOB PURPOSE:
This position is responsible for providing culturally competent housing case management and eviction prevention services to our community. This position will report directly to the ERAP Eviction Prevention Supervisor.

Goals and objectives are established and evaluated by the Program Manager and Division Director.

Essential Duties/Responsibilities:

• Provide coordinated services with multiple United Indians of All Tribes partnering agencies.
• The ERAP Eviction Prevention Case Manager will provide short-term and medium-term assistance to eligible clients, based on individual need, to ensure housing stability.
• Provide utility assistance by managing subsidies and enrolling eligible households into the City of Seattle’s utility discount program.
• Multi-task and keep track of rental and utility assistance budgets; efficiently utilize Excel and Word for documentation of deliverables.
• Attend and participate in UIATF training, staff meetings, and monthly UIATF partners meeting.
• Provide initial intakes for incoming clients.
• Determine client’s strengths and needs by establishing a safe trusting relationship with members/clients and UIATF partnering agencies; assist in establishing a goal-oriented Individual Housing Plan.
• Maintain continuity of care by communicating changes in member conditions to all relevant UIATF personnel; documenting changes and service plan events; monitoring progress toward housing goals, and adjusting services as needed.
• Establish a compassionate and respectful environment by practicing good communication skills; keeping member information confidential, and conducting self with professionalism.
• Maintain and update progress notes, and advocate as needed.
• Must be willing to speak directly with landlords on rental issues.
• Must be able to confidently and calmly handle tense phone conversations with either landlords or community members.
• Other job-related duties as assigned by management: completes projects and tasks as
assigned by ERAP Supervisor/Manager/Director.

Qualifications:
• Ability to exercise discretion and independent judgment effectively in decision-making process • Ability to work remotely, as needed; with a high degree of reliability, accuracy and productivity • Leadership and teambuilding skills • Ability to handle complaints/conflicts in a calm and professional manner • Work with homeless and/or low-income populations with sensitivity • Excellent typing, verbal, written and communication skills • Proficient in Microsoft applications (Outlook, Word, Excel) • Organized and creative • Work with or understanding of Native American population, and/or strong awareness of Native Culture • Completed up-to-date COVID vaccination series or acceptable exemption required

Education and Experience
• GED/H.S. diploma, and AA Degree or Equivalent Work experience required • Must possess a valid WA state driver’s license • At least one year of case management experience preferred

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 accommodation 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 50 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.

WORK ENVIRONMENT
Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the 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.

• ERAP contract is funded Dec 2021 to June 2023.

APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs

Please submit with a resume and cover letter to eraprecruiter@unitedindians.org

Please contact HR for questions: #206-475-1353, msalanga@unitedindians.org

OPENING DATE:

CLOSING DATE: Until Filled

United Indians of All Tribes Foundation is an Equal Opportunity Employer