JOB ANNOUNCEMENT

JOB TITLE: Eviction Prevention Program Supervisor (ERAP)

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

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

REPORTS TO: HPP Manager  PAY RANGE: 30.00hr.

Job Purpose:

This position is responsible for providing supervision for the Emergency Rental Assistance Program services within UIATF’s Homeless Prevention Program; ensuring culturally competent housing case management services to our members. This position will report directly to the HPP Manager, and will provide direct supervision to the ERAP Case Managers. This position is also responsible for providing institutional compliance oversight for ERAP services; ensuring compliance with Federal and State regulation, as well as contract and grant specifications.

Essential Duties/Responsibilities:

- Coordinate and maintain financial reporting on grants, contracts and programs according to reporting calendar.
- Monitor spending/run rate on a regular basis and communicate information to Manager; working with Manager to ensure that grant expenditures are properly supported, approved, and recorded.
- Provide coordinated services with multiple United Indians or All Tribes partnering agencies.
- Work with ERAP program staff and clients to provide individual housing options throughout grant period.
- Coordinates activities by scheduling work assignments, setting priorities and supervising department staff.
- Oversee ERAP case managers tasks such as keeping track of budget for move-in costs (deposits, applications fees, 1st month rent, last month’s rent etc.).
- Attends and participates in UIATF training, staff and manager meetings, and monthly UIATF partner meetings.
- Maintain continuum of care by communicating changes in client condition to all relevant UIATF personnel; documenting changes and service plan events; monitoring progress toward housing goals and adjusting services as required.
- Establish a compassionate and respectful environment by practicing good communication skills, keeping member information confidential, and conducting self with professionalism.
- Ensure all data is up to date, files are complete and report submissions are timely.
• Support HR and Manager with hiring, terminating or giving corrective direction to employees as needed.
• Assist Manager in setting standards, expectations and providing ongoing feedback to employees. Work with Manager to develop program, and engage in performance management with ERAP staff. Identify staff department training needs and assure the training is obtained.
• This position requires excellent oral and written/communication skills, and the ability to prioritize and manage a large caseload. Must work efficiently under pressure and creatively to resolve issues that arise. This position conducts outreach, as needed, and represents the organization with confidence and professionalism.
• Other duties as assigned.

Qualifications:
• Ability to exercise discretion and independent judgment effectively in decision-making process • Ability to potentially work remotely with a high degree of reliability, accuracy and productivity

Other Knowledge, Skills and Abilities:
• Preparing property analytics and asset management or other financial packages • Monitoring activity related to funding usage and expenditures • Providing support for financial statement audits and tax returns • Attention to detail while managing multiple projects and excellent organization skills • Supervisor/Management experience • Knowledge of HMIS (Homeless Management Information System) • Excellent typing, verbal, written and communication skills • Proficient in Quickbooks Desktop, Microsoft 365 • Organized and time management skills • Leadership and teambuilding skills • Experience with working with American Indian/Alaskan Native population or strong awareness with Indigenous culture • Experience with working with vulnerable populations
• Completed up-to-date COVID vaccination series or acceptable exemption required

Education and Experience
• BA Degree or Equivalent Work experience • Must possess a valid WA state driver’s license & clean driving record. • Minimum 2 years case management experience, preferably in a non-profit social service setting • Supervisor/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.
this job at any time. This description reflects management’s assignment of essential functions; it does not prescribe 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.

| OPENING DATE: | APPLICATIONS FOR EMPLOYMENT can be obtained at [www.unitedindians.org/about/jobs](http://www.unitedindians.org/about/jobs), please submit with a resume and cover letter to eraprecruiter@unitedindians.org |
| CLOSING DATE: | Please contact HR for questions: #206-475-1353, msalanga@unitedindians.org |

Until Filled

United Indians of All Tribes Foundation is an Equal Opportunity Employer