

COASTAL COMMUNITY ACTION PROGRAM

Posting Date: November 28, 2017

EMPLOYMENT OPENING

Program: Housing and Community Services

Position Opening: Housing Specialist

Position Summary: CCAP is seeking a person with strong interpersonal and interviewing skills to provide quality support to clients. Housing Specialist works to maintain and increase stability for people experiencing homelessness.

Job Requirements: See attached Job Description

Salary Range: Temporary Position available up to six months.

Position Availability Date: December 15, 2017

Time Schedule: Full Time:
Part Time:
Temporary: 40 hours

Return Resumes, applications and cover letters to: Coastal Community Action Program; 117 E Third St, Aberdeen, WA 98520 or to noral@coastalcap.org. Resumes will be reviewed as received.

Position will remain is open until filled.

COASTAL COMMUNITY ACTION PROGRAM IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL ACCEPT APPLICATIONS MONDAY THROUGH FRIDAY, 8:00 A.M. – 5:00 P.M.

Administrative Approval:  _____

EEO Approval:  _____



JOB DESCRIPTION

PROGRAM: Housing & Community Services

TITLE: Housing Specialist

JOB CLASSIFICATION: Housing Specialist/Temporary

Wage Range: \$13.05 -\$14.72 DOQ

DEPARTMENT: Housing & Community Services

IMMEDIATE SUPERVISOR: Program Manager – Housing & Community Services

SUMMARY DESCRIPTION: This is a temporary position for a maximum of six months. There is a possibility it may grow to become a permanent position. This position helps clients to be safely and stably housed.

FUNCTIONAL RESPONSIBILITIES:

1. Conduct intake for clients seeking assistance with housing.
2. Work with clients to secure immediate housing solutions.
3. Develop relationships in the community to increase housing options.
4. Coordinate care with other community resources.
5. Orchestrate information flow and accessibility between clients and other agencies.
6. Develop individualized plans with clients to ensure their stability and success.
7. Organize and/or attend inter/intra-agency case staffing.
8. Participate in other CCAP functions as directed.
9. Other duties as assigned.

QUALIFICATIONS:

1. Experience working with individuals in crisis.
2. Ability to cooperate with both intra-agency and interagency staff and other organizations to ensure a team approach.
3. Ability to maintain client/case files (paper and electronic).
4. Ability to provide a supportive atmosphere for clients.
5. Ability to communicate orally and in writing.
6. Demonstrate reliability in time management and scheduling.
7. Valid Washington State driver's license.
8. Ability to pass and maintain a back ground check.

LOCATION/WORKING HOURS: The majority of time will be daytime work hours Mon – Fri from the Aberdeen office. There may be need to transport clients to appointments or to access resources. Send an application, resume and cover letter to Coastal Community Action at 117 E Third St., Aberdeen, WA 98520 or to noral@coastalcap.org Resumes will be reviewed as received. Position is available December 15, 2017.

This position is subject to pre-employment drug testing.

It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.