

# HOUSING RETENTION SPECIALIST

## POSITION DESCRIPTION

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*WomenFirst Transition & Referral Center is a grass-roots organization working to provide a nourishing environment where women can rebuild their lives and self-worth through peer-mentoring, life-skills training, empowerment groups, and community support.*

**WomenFirst requires all employees to have completed a full COVID-19 vaccine dose prior to beginning work. Proof of vaccination is required. If you have questions or concerns regarding reasonable accommodations, please reach out to us.**

**Position Title:** Housing Retention Specialist- In Person

**Reports To:** Executive Director

**Job Shift:** Day: part-time .5 FTE (20-25 hours a week); some evenings and weekends required

**Location:** 21440 SE Stark St., Gresham, OR 97030

**Job Category:** Non-profit; social services

**Wage:** Range: \$22.00-\$27.00hr

### **Position Responsibilities:**

#### **General Function:**

The Housing Retention Specialist has a responsibility to provide a wide range of wrap-around services and build a rapport with women who are in recovery from addiction, in transitional or treatment housing, or experiencing release from rehabilitation or incarceration. The Housing Retention Specialist provides a variety of stability services and advocates for predominantly African American/Black and/or women of color in need of safe, stable housing. The Housing Retention Specialist will work with program participants holistically and will help them to access necessary social services. This position acts as a personal advocate for participants attempting to gain permanent housing and provides individualized support throughout the journey by helping each woman overcome housing barriers, assess their support needs, and set achievable long and short term goals.

#### **General Duties:**

Provide support services in a culturally responsive, non-judgmental manner using a strengths-based framework of assertive engagement.

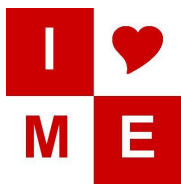
Coordinate intake and individualized needs assessments for incoming participants.

Work with participants to develop short and long term goals that address barriers to obtain services/housing. Some participants will require permanent support in retaining and maintaining housing, while other participants will require very short-term financial assistance - the Housing Retention Specialist assesses these needs and makes decisions on the length and depth of services provided.

Monitor and evaluate each participant's progression towards their goals and develop modifications to the plans as necessary.

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Provide information, hands-on referrals, linkages, and personal advocacy to assist participants in accessing services and resources.

Directly assist participants with obtaining necessary documents and services.

Assist participants for housing applications, completing supportive and subsidized housing paperwork, surveying the rental market for affordable housing, and advocating for community members with prospective landlords, property managers, and property owners.

Promote culturally responsive mediation between participants and various medical, housing, and social service systems while building individual capacity to self-advocate.

Provide holistic, culturally appropriate, and accessible life skills, education, information, responsive crisis information, and crisis prevention for participants.

Work in partnership with the WomenFirst Team (including Peer Mentors and the Family Resource Navigator) and other service providers.

Maintain any reporting and all related data tracking systems, including case notes, stability matrices, and completed JOTFORM entries.

Prepare related reports including outcomes, successes, and challenges.

Generate data for monthly, quarterly, and yearly reporting.

### Qualifications

#### **Knowledge, Skill, and Ability Requirements**

Commitment to and knowledge of social justice issues and the dynamics of social change, and how the WomenFirst team is working to address these issues.

Knowledge of the history and mission of WomenFirst - who we are, what we do, and why we do it.

Knowledge and understanding in regards to working with low-income and specifically with Black communities, particularly with those experiencing substance abuse disorder, mental illness, and/or homelessness.

Knowledge of services, including those related to social distress, education, domestic violence, physical health, mental health, and crisis management, as well as these systems' correlating information and referral systems.

Demonstrated computer skills and proficiency in Microsoft Office Suites, with an emphasis on Word and Excel.

Knowledge of JOTFORM and its various applications.

Facilitate Housing group sessions up to 3 weeks every quarter.

Willingness to take Skills for Life, and Financial Literacy Class after 90 days of hire

Must have a car for daily use, in-state insurance with your name on the policy, and a valid Oregon State License, active for a minimum of one year with an acceptable driving record.

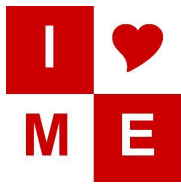
Skills in motivational interviewing, assertive engagement, case conferencing and coordination of services by phone, in person, and online (via chat or email).

Ability to take initiative and prioritize tasks; good time-management, crisis prevention, and problem solving skills.

Ability to listen and develop rapport and relate well with community members.

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Ability to maintain confidentiality of sensitive information.

Ability to work cooperatively with others and support the goals and mission of WomenFirst.

#### **Education, Experience, and Licensure Requirements**

GED, High School Diploma, or other equivalent.

Some college experience is preferred but not required.

Minimum of one year of experience in case management, home visiting, or related human services experience working with and relating to African Americans; **PLUS**

Two years of experience providing services to African American women who are experiencing housing instability and are seeing a transformation for change, or those residing in any type of supportive housing.

**WomenFirst is an Equal Opportunity Employer.**

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