



COASTAL COMMUNITY ACTION PROGRAM  
101 E Market St  
Aberdeen, WA 98520

## JOB DESCRIPTION

**PROGRAM:** Supportive Housing Services

**TITLE:** Supportive Housing Specialist

**JOB CLASSIFICATION:** Housing Specialist

**STARTING SALARY RANGE:** \$22.08 - \$23.78 +

Benefits (Medical, Dental, Vision, 401K, and Paid Time Off)

**DEPARTMENT:** Social & Employment Services

**IMMEDIATE SUPERVISOR:** Program Director – Social & Employment

**SUMMARY DESCRIPTION:** This position provides a specific intervention to eligible DSHS Long-Term Care clients that may have multiple barriers to housing stability, including disabilities and substance abuse. This position will be responsible to assist eligible clients locate housing that is affordable, independent, permanent, and help them sustain their tenancy with a tenant-centered approach. This is a full-time position located in Aberdeen, Washington.

### **FUNCTIONAL RESPONSIBILITIES:**

1. Complete comprehensive assessments with client to develop a housing support plan that identifies goals, addresses barriers, establishes approaches to meet goals, and connecting to other available services and resources. .
2. Assist with eligibility determination, housing applications, subsidy applications, and housing searches.
3. Maintain regular communication with tenants, landlords, community partners, funders, and management.
4. Perform program orientations to educate and inform applicants of program requirements and responsibilities.
5. Train clients on roles, responsibilities, and rights of tenant and landlord and with money management strategies for appropriate budgeting.
6. Serves as an advocate and provides access to services such as financial assistance, legal aid, housing, job placement or education, primary healthcare, mental health and or substance treatment.
7. Provides specialized case management services related to identified needs.
8. Completes all required documentation, including but not limited to monthly reports detailing individuals served, Quarterly reports, client eligibility, enrollment, tracking and related documentation.

9. Document all client contacts, care and response, maintain records and updated rosters collect data and prepare reports as mandated by program procedure within agency standards and timeframes.
10. Attend scheduled interdisciplinary team meetings or clinical supervisory sessions to discuss quality of client care.
11. Participate in scheduled training, fidelity, and peer review processes as required.
12. Participate in other CCAP functions as directed.
13. Other duties as assigned.

**PREFERRED QUALIFICATIONS:**

1. AA degree or BA/BS degree preferred. A job working in the human services or related field providing employment, will substitute, year for year, for education.
2. Two years of experience in the coordination of supportive housing or in the coordination of independent living services.
3. Experience in mental health, and/or chemical dependency support, preferred, not required.
4. Professional experience in the human services or related field and demonstrated experience in rental housing programs for low income, special needs individual and families is preferable.
5. Knowledge of federal, state and local fair housing laws (Housing First principles, HUD's health and safety standards for affordable housing etc.).
6. Knowledge of the HARM reduction principles
7. Experience with designing a crisis plan and community integration plans.
8. Working knowledge of Microsoft Office Suite software
9. Excellent written/oral communication, organizational, and time management skills in maintaining accurate client files and financial spreadsheets.
10. Must have own car, current WA Driver's License and auto insurance for frequent travel throughout the county to meet and transport participants. Clear driving record is required
11. Ability to pass and maintain a back ground check as contractually required.

**LOCATION/WORKING HOURS:** Primarily working in our Aberdeen Office with some travel to our Olympia office and coverage for Grays Harbor, Pacific, Thurston, Mason, and Lewis counties. The majority of time will be daytime work hours of 8:00am to 5:00pm, Mon – Fri with occasional night and/or weekends.

<p><b>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.</b></p>
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