



Supportive Housing RRH Case Manager

Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing a wide range of services for victims and facilitating social change. Every day our staff, volunteer teams, and Board of Directors work side-by-side to determine the needs for our agency.

GENERAL SUMMARY

The Supportive Housing RRH Case Manager provides housing support for referred clients and residents of DVS's confidential shelter who are victims of domestic violence (DV).

Reports to: Supportive Housing Manager

Hours of work: 40 hours a week, as scheduled

Essential Duties:

- Coordinate individualized housing needs assessment for all referred clients and work with clients to develop individualized housing plans and address barriers.
- Maintain a positive relationship with community partners.
- Provide a combination of peer crisis counseling, case management, and financial assistance for families leading to placement in safe and stable housing. Provide domestic violence education, information and referral, and support to homeless victims and survivors of domestic violence, with a priority on those residing in shelter.
- Identify appropriate permanent housing options for clients.
- Assist clients with housing applications, supportive and subsidized housing paperwork, and advocate for clients with prospective landlords.
- Maintain accurate and confidential client case records. Maintain accurate and timely statistics and documentation to meet program goals and contractual requirements.
- Administer timely and accurate data entry into Snohomish County's Homeless Management Information System (HMIS).
- Participate in program, department and agency meeting and relevant trainings.
- Facilitate domestic violence support group as assigned.
- Comfortable doing public speaking and make community presentation as requested.
- Attend staff meetings, retreats and trainings as requested by Supervisor.
- Perform additional duties as assigned.

Minimum Qualifications:

- Experience working with families in crisis, preferably in a residential setting.
- Ability to communicate clearly in person and in writing, consistently, and in a timely manner.



- Understanding of domestic violence issues and victim's needs.
- Ability to make decisions and exercises sound judgment.
- Ability to serve underserved populations and provide culturally appropriate services to people from diverse backgrounds.
- Ability to work as a member of a team as well as independently.
- Bi-lingual capability preferred
- Basic computer skills including Microsoft Office, working knowledge of Internet and e-mail
- Reliable transportation, a valid Washington State Driver's License, insurance and ability to drive clients
- Alignment with DVS's Mission, Vision, and Values Statement*
- Ability to sit at desk or in vehicle for periods of time. Can stand; walk; use hands to finger, handle, or feel; reach and extend with hands and arms to thoroughly access housing and facilities. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

This is a full time, hourly position reporting to the Supportive Housing Manager. The base yearly compensation is \$37,190 to \$39,456. The typical schedule may vary, but is typically Monday through Friday, 8:30am to 5:00pm. DVS provides a comprehensive salary and benefits package that includes health insurance, long term disability, and generous paid vacation and sick leave.

To be considered for the position, candidates should review the Mission, Vision, Values statement*, submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations to:

Domestic Violence Services of Snohomish County

P.O. Box 7

Everett, WA 98206

Fax 425-258-5976 or email at: admoffice@dvs-snoco.org

Only candidates that meet the posted qualifications will be contacted by our recruiter.

* <http://dvs-snoco.org/wp-content/uploads/2017/08/Vision-Mission-Values.pdf>

DVS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.