



**PLYMOUTH HOUSING GROUP  
INTERNAL & EXTERNAL JOB ANNOUNCEMENT**

**Opening Date:** April 14, 2010

**Closing Date:** Open Until Filled

**POSITION: HOUSING CASE MANAGER – GENERALIST**

<b>Reports to:</b>	Social Services Program Manager	<b>Status:</b>	Non-exempt/Full Time
		<b>Compensation:</b>	\$15.39 - \$17.31 DOQ
<b>Hours:</b>	40 hours per week (including one weeknight later shift 11:30am-8pm) and be available for one weekend day for first year	<b>Benefits:</b>	Medical, dental & vision insurance, long-term disability, group life insurance, paid time off, 9 paid holidays, retirement plan, EAP, discounted gym membership & bus pass subsidy

**AGENCY OVERVIEW**

Plymouth Housing Group (PHG) is a non-profit organization with 125 employees and an annual budget of \$12 million. Its mission is “to eliminate homelessness and stabilize homeless and very-low-income people in housing by preserving, developing, and operating safe, decent, affordable housing, and by providing opportunities for homeless and very-low-income people to improve their lives.” PHG owns and manages 12 buildings in downtown Seattle that provide 900 units of low income housing, including 700 units of permanent supportive housing for individuals coming from homelessness.

**JOB SUMMARY**

This position is responsible for the delivery of homelessness prevention and housing stabilization services to tenants who were formerly homeless. The position calls for delivery of services to program participants by establishing relationships with community service providers; providing information and referral assistance to tenants; intervening in tenant crises; providing eviction prevention services; coordinating activities that develop community and facilitating occupational opportunities for tenants.

The Housing Care Manager: Generalist maintains service delivery based on the values inherent in PHG’s mission; the principles of cultural proficiency and anti-racism; the tenets of harm reduction; and the ‘housing first’ philosophy.

**ESSENTIAL JOB QUALIFICATIONS:**

**(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)**

Education: BA/BS degree in a human service field. Advance education can be substituted for experience and/or years of experience can be substituted for the required degree.

Experience: Two (2) years experience working with homeless and low-income individuals, including persons living with mental and physical illnesses, chemical dependency/addictions, disabilities, HIV/AIDS.

Licensure/Certification: Valid Washington State Drivers’ License.

Other Qualifications:

- Excellent written and verbal communication skills.
- Good organizational skills with ability to prioritize effectively and meet deadlines in a professional manner.
- Ability to develop and sustain successful relationships with community agencies and resources,
- Demonstrated ability to work effectively under stressful conditions with people of varying socioeconomic backgrounds, sexual orientations and ethnic diversity.
- Ability to be flexible, supportive and to work cooperatively with co-workers as a member of a diverse team.
- 40 hour work week, including one weeknight late shift (11:30am-8pm) and willingness to work Thanksgiving Day morning. For all building openings, must be available to work one (1) weekend day for up to one year after opening.
- Proficient and experienced with Microsoft Office applications; particularly Word, Excel, and Outlook. Must be able to work efficiently and effectively with customized databases and technology, and conduct Internet research.
- Must demonstrate strict attention to detail.

**SUBMIT APPLICATION, LETTER OF INTEREST AND RESUME TO:**

**PLYMOUTH HOUSING GROUP**  
2113 Third Avenue, Seattle WA 98121  
FAX: (206) 374-0602  
Email: [jobs@plymouthhousing.org](mailto:jobs@plymouthhousing.org)  
[www.plymouthhousing.org](http://www.plymouthhousing.org)

**--PLEASE NO PHONE CALLS--**

**PLYMOUTH HOUSING GROUP IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**