



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

Opening Date: April 13, 2010

Closing Date: Open Until Filled

POSITION: HOUSING CASE MANAGER – NATIVE AMERICAN FOCUS

Reports to:	Social Services Program Manager	Status:	Non-exempt/Full Time
		Compensation:	\$16.83 – \$20.20 DOQ
Hours:	40 hours per week (including one weeknight later shift 11:30am-8pm) and be available for one weekend day for first year	Benefits:	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

The Housing Case Manager is responsible for the provision of intensive individualized support to formerly homeless tenants for whom chemical dependency and mental illness have posed significant obstacles to housing. The position will serve Native American tenants, otherwise culturally isolated in supportive housing. This position works to connect with clients pre-housing; to conduct comprehensive assessment of needs; to develop housing service plans; and to facilitate progress towards stability through on-on-one and group interaction, referral to treatment services, and coaching of practical life, tenancy, and neighbor skills. This position will serve as a primary liaison for PHG: in relation to behavioral health and treatment services for the Native American homeless community, and as a consultative resource for PHG in relation to accessing those services and supporting agency-wide cultural competency to better serve Native American tenants.

The Housing Care Manager: Native American Focus 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. Advanced 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 Native American communities, including those impacted by chemical dependency and mental health concerns.

Licensure/Certification: Valid Washington State Driver License.

Other Qualifications:

- Excellent written and verbal communication skills.
- Demonstrated ability to work effectively under stressful conditions with people of varying socioeconomic backgrounds, sexual orientations and ethnic diversity.
- Ability to provide culturally competent support services for homeless and Native American individuals.
- Demonstrated understanding of, and enthusiasm for a harm reduction model.
- 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,
- 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 the 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
www.plymouthhousing.org

--PLEASE NO PHONE CALLS--

PLYMOUTH HOUSING GROUP IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER