

Position Description **Housing Resource Specialist, North Seattle College**

Posting / Job ID11792

Full-Time, Regular

Opportunity Description

We are a district of three distinct colleges—North Seattle College, Seattle Central College, and South Seattle College—and five specialty training centers, which makes us the largest and most diverse community college district in the state of Washington. We are leaders in change and innovation.

As a Seattle Colleges employee, you will have the opportunity to contribute to the passionate work of *Equity, Diversity, and Inclusion* as we work against systemic racism. Additionally, you will gain the rewarding experience of contributing to the success of an open-access learning institution that prepares students for life and work, fostering a diverse, engaged, and dynamic community.

Seattle Colleges staff and faculty also enjoy a competitive benefits package, professional development opportunities and enrichment experiences in areas of their choice including, committee, workgroup, and affinity group opportunities.

Position Summary – Housing Resource Specialist

Are you passionate about serving students? If this question resonates with you, then we invite you to consider joining our team, an equity-focused open-access college dedicated to helping all students achieve their academic and professional goals.

Application Procedures

- Attach current resume
- Attach cover letter addressing how your background intersects with the job
- Complete & submit required application materials online

Initial review of application materials will take place on Friday August 26, 2022.

Based on strength of qualifications, applicants will be invited for an interview, which will be conducted virtually.

Apply here: [Apply for Housing Resource Specialist](#)

Salary for this Position: \$60,985/year, depending on experience.

This position is governed by a collective bargaining agreement with representation by AFT-SPS.

****Notice to Applicants:**

Please note that Seattle Colleges operates both remotely and in-person, pending public health guidance. Per CDC and WA Public Health directions, at this time we will be practicing social distancing and holding interviews virtually using video conference or teleconference options. As such, if you are selected for interview, please be prepared to hold your interview virtually.

Per Governor Inslee's [Proclamation 21-14.1](#), **employees of higher education and healthcare institutions must be fully vaccinated against COVID-19 no later than October 18, 2021, unless a medical or religious exemption is approved.** Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine

regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination. Updated information about how to provide proof of vaccination or request a medical or religious accommodation will be posted as soon as it is known.

As Housing Resource Specialist, You Will Be Working On

- Assists with the development and execution of the *Supporting Students Experiencing Homelessness* grant offered through the State Board for Community and Technical Colleges (SBCTC).
- Develops expertise in housing interventions available to North Seattle College students in King County.
- Meets with North Seattle College students experiencing, or at risk of experiencing homelessness and helps with interventions to prevent the students from becoming unhoused.
- Works with currently unhoused students to help them obtain stable housing.
- Distributes housing and resource assistance to North Seattle College students.
- Ensures that service interventions are well understood by students and community resource partners receiving referred students.
- Facilitates resolution of issues and concerns between students and community resource partners to ensure excellent service delivery to students.
- Collaborates with other departments and facilitates relationship building within North Seattle College to ensure that support services are known and available to all staff working with students across campus.
- Engages with students to support the needs and experiences of first-generation college students; youth from state, federal, and tribal foster care; refugee and undocumented students; and other historically underserved populations, and the corresponding intersectionality of their multiple identities.
- Coordinates and distributes community resources available for students, including food banks, health departments, emergency housing, SETuP and Independent Living (IL) providers, and any other community-based organization with services and missions that align with supporting Passport students in higher education.
- Monitors site performance data; uses performance data to guide actions.
- Coordinates data reporting and prepares data for presentation to SBCTC and state legislature.

What You Bring as a Qualified Candidate

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

- Bachelor's degree in Social Work, Psychology, or related field.
- At least one year working with housing services in King County.
- Experience with independently organizing, prioritizing, and implementing multi-faceted work functions (e.g. use of project management/case management tools and workplans).
- Demonstrated commitment to promoting a climate of equity, diversity, and inclusion
- Demonstrated excellent customer service skills
- Demonstrated communication skills with both internal and external audiences
- Prefer experience in an institute of Higher Education

Physical Requirements:

- Ability to perform range of physical motions, exerting up to 25 pounds; lifting and carrying up to 25 pounds; standing, walking, sitting for long periods of time, kneeling, squatting, and stooping; and traversing up and down stairs.

- This position requires in-person presence, although some remote work may be negotiated.

Disability Accommodation

Seattle Colleges follows the Americans with Disabilities Act (ADA) and provides the following information as a guideline for applicants:

- Ability to operate office equipment
- Ability to read and verify data and prepare various materials
- Ability to exchange information on the phone or in person

Notice of Non-discrimination Statement

Seattle Colleges is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, creed, marital status, sex, pregnancy, gender, gender identity, sexual orientation, status as an honorably discharged veteran or disabled veteran or military status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability.

In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. Further, the Seattle Colleges District is committed to ensure that all employees and students work and learn in an environment that fosters mutual respect and professionalism, free from all forms of “bullying” behaviors, including “cyber bullying”.

Inquiries regarding compliance and/or grievance procedures may be directed to the College’s
Director of Legal Compliance:
1500 Harvard Avenue Seattle, WA 98122-3803
(206) 934-3873

Seattle Colleges is committed to recruiting dedicated faculty and employees who together create a welcoming academic climate that reflects the diverse backgrounds of our community, including ethnicity, national origin, religion, race, gender, gender identity, age, status as a veteran or disabled veteran, disability, political status, and sexual orientation.