



## **POSITION: CASE MANAGER**

**SUPERVISOR:** Program Manager  
**PROGRAM:** Homelessness Prevention  
**DEPARTMENT:** Housing and Transitional Services  
**HOURS & WAGES:** 30 hours/week; \$16 per hour  
**DATE:** August 2015

*VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!*

### **GENERAL FUNCTIONS:**

Responsible for providing case management and homelessness prevention assistance to households that would otherwise become homeless.

### **PRINCIPAL ACTIVITIES:**

- Ensure that all individuals and households receiving prevention services meet program eligibility requirements and that individuals/households lack the financial resources and support networks needed to obtain immediate housing or remain in existing housing.
- Ensure that those individuals and households receiving services are at the greatest risk of becoming homeless and who would otherwise be homeless if not for this assistance.
- Meet with individual/households to verify final eligibility and assist them in completing all necessary paperwork to facilitate entrance into the program.
- Develop strong collaborative relationships with area landlords, property owners to help facilitate the placement of clients into safe, decent and affordable permanent housing.
- Maintain and manage all client documentation related to Homeless Prevention.
- Accountable for completing monthly reports and Homeless Management Information System data entry.
- Work closely with Program Manager regarding project spend downs (rent assistance, tracking of funds, etc.)

### **QUALIFICATIONS:**

- BA in Human Services or a related field or equivalent, plus a minimum of 3 years experience working directly with homeless populations to include experience working with clients that have mental illness and substance abuse challenges.
- Ability to work effectively in a team environment under pressure with compassion and a strong attention to detail is vital.
- Familiarity with MS Office software programs and a current Washington State driver's license required.
- Bilingual English/Spanish highly desired.

If you wish to apply for this position, please send your cover letter and resume to:  
**recruiter@voaww.org**

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*