



Housing Stability Assistant Manager

Key Information

Reports To:	Housing Stability Manager
Location:	Maple Valley
Supervises:	Housing Stability Specialists
Base Pay:	\$28 - \$35 Hourly
Job Classification:	FT, Non-Exempt

About Vine Maple Place (VMP)

VMP, established in 2000 as a 501c3 nonprofit working with single parents and their children to break the generational cycle of homelessness. Serving families who are homeless or facing eviction, our commitment is to end homelessness in South King County. Over the past 12 years, our signature Stable Families program has grown, serving from 68 parents and children to over 5,700 individuals annually. Our programs focus on preventing homelessness or assisting families off the streets to become safe, stable, and equipped with new skills to permanently leave homelessness. Families achieve great success, becoming safe, stable, and self-sufficient; 94% are stably housed upon exiting the program, with 92% maintaining their housing a year later. Our evidence-based, client-centered services are delivered at two Family Hope Centers. As a community and faith-based organization, we rely on the thousands of volunteer hours and donations that make our work possible. Due to the homelessness crisis in King County, VMP is expanding to serve more families in need.

Job Summary

The Housing Stability Assistant Manager (HSAM) supports the Housing Stability Department by overseeing onsite shelter operations and ensuring smooth move-ins, move-outs, and ongoing family needs. Working closely with the Housing Stability Manager, this role helps plan departmental work, supervises staff, and coordinates program activities to ensure consistent, high-quality service delivery grounded in Motivational Interviewing, Trauma-Informed Care, and other evidence-based practices.

In addition to supervising staff, the HSAM maintains a client caseload, directly supporting families experiencing homelessness to stabilize housing, prevent eviction, and build long-term self-sufficiency. This position collaborates with landlords, community partners, volunteers, and internal teams to ensure each family's housing stability plan is achievable and sustainable—helping single-parent families reach lasting independence.

Responsibilities

- Model and promote a client-centered, strength-based, trauma-informed approach in all interactions.
- Oversee onsite unit operations, including move-ins, move-outs, and unit preparation, coordinating with Housing Stability Specialists and Facilities.
- Supervise and train Housing Stability staff, ensuring consistency in service delivery, accurate documentation, and alignment with VMP's values and evidence-based practices.

- Engage with onsite clients to assess housing barriers, set goals, and develop individualized housing stability plans.
- Provide direct case management support to a limited caseload of families, helping them secure and maintain housing through emergency housing, rapid re-housing, and eviction prevention services.
- Partner with landlords and clients to address eviction issues, rent planning, move-in logistics, and tenant education.
- Collaborate with internal and external partners to expand housing resources and creative solutions for families.
- Maintain accurate and timely documentation in client databases and tracking workbooks, including case notes, goals, progress, rent and landlord plans, and outcomes.
- Prepare and submit weekly, monthly, and quarterly reports as needed to support data tracking and program evaluation.

Qualifications

- Have a personal relationship with Jesus Christ and agree to the VMP Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Work effectively with a diverse team; demonstrating cultural awareness and sensitivity to the needs of clients, staff and volunteers from varied cultural and economic backgrounds.
- Minimum 2 years of experience providing services to at-risk and culturally diverse populations.
- Strong communication, organization, and collaboration skills across cross-functional teams.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and ability to learn and use an electronic client database system.
- Ability to prioritize, manage multiple projects, and meet deadlines with minimal supervision.
- Sound judgment, discretion, and the ability to maintain confidentiality in all aspects of work.
- Professional demeanor with the ability to respond calmly and effectively to client inquiries, crises, or complaints.
- Must pass and maintain an acceptable background check.

Why You'll Love Working Here:

- Competitive compensation
- Generous paid time off
- Health benefits
- 401(k), with match
- Meaningful mission
- Collaborative culture

The above is intended to describe the general content of, and the requirements for, satisfactory performance in this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: info@vinemapleplace.org