



Housing Stability Specialist

Key Information

Reports To: Housing Stability Program Manager
Location: Kent, WA
Supervises: None
Hiring Range: \$26 - \$30 | Hourly
Pay Range: \$26 - \$33 | 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 nearly 4,500 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; 95% are stably housed upon exiting the program, with 91% 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 Specialist works with and engages vulnerable families facing homelessness by creating meaningful relationships, seeking to understand each unique family and engaging them in thinking about their own options and solutions. Working directly with parents experiencing a housing crisis to assist them in stabilizing their housing, this position provides emergency housing, rapid re-housing and eviction prevention services. Financial assistance and referral to resources may be provided to a household as the family builds their support network and resiliency, critical to housing stability. This position works closely with a community caring network of landlords, volunteers and benevolence to ensure the family housing stability plan is achievable. This role is a foundational part of the success of single-parent families reaching their goal of self-sufficiency and stable housing while in the program.

Responsibilities

- Utilize an approach that is client-centered, strength-based and trauma informed.
- Create a meaningful, supportive working relationship and offer individualized support to clients.
- Engage clients in assessments, planning, monitoring, evaluation of client housing stability and housing needs/services.
- Creatively engage families in finding housing.
- Engage clients in housing stability skill training with a collaborative team focus on housing assessment and affordable options.

- Engage with landlords and clients in eviction resolution, move-in plans, rent planning and tenant training.
- Work with a collaborative team focusing on client housing stability.
- Maintain accurate client files and enter information into Client workbook, including case notes, goals, progress reports, rent and landlord plan and individual plan. Complete weekly, monthly and quarterly client reports and outcome narrative reports on program performance as needed.

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.
- Embrace diversity and work effectively with a diverse team of professionals; sensitivity to the needs of clients, staff and volunteers from diverse cultural and economic backgrounds.
- 2+ years' experience providing services to at-risk and culturally diverse populations, especially families with children.
- Sensitivity to the needs of clients who are homeless, low income, limited English speaking or impacted by domestic violence and substance abuse in the family unit.
- Ability to communicate, connect and collaborate with cross-functional team.
- Microsoft Office (Word, Excel, Outlook), internet navigation and general computer skills.
- Experience or ability to learn electronic client database.
- Strong oral, written and interpersonal communication skills.
- Ability to independently prioritize, organize workload and special projects to meet deadlines, take initiative and exhibit flexibility.
- Possess the ability to handle confidential and sensitive information.
- Ability to maintain a professional demeanor and confidentiality.
- Ability to respond to common inquiries and complaints from clients.
- Ability to effectively present information to supervisory and management groups.
- Education in social work, counseling or related social services field.

Required Credentials

- Must pass and maintain an acceptable background check.

Why You'll Love Working Here:

- Competitive compensation
- Generous paid time off, including vacation and sick leave
- Medical, dental, and vision insurance for eligible full-time employees
- 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