

To apply for this position, please go to the NWFS [website](#).

## Shelter Housing Specialist

Salary: \$24-\$30/hr

Provide trauma-informed, culturally specific support for women and their children as they enter, stay, and exit the domestic violence shelter. Responsible for modeling an environment of accountability, respect, and trauma-informed care.

### What you'll do

- Receive client referrals and assess their program eligibility.
- Provide appropriate referrals to clients as needed.
- Conduct the client intake process which includes completing the required documentation.
- Provide trauma-informed, strength-based case management for at least 25 clients per year.
- As needed, make hotel reservations for families dealing with domestic violence.
- Coordinate the housing application process for clients. This includes but is not limited to communicating with the client, landlords and community partners as well as submitting requests for program funds in order to address rental barriers and application fees.
- Work with clients in order to assist them with creating an action plan to address their needs and goals.
- Pickup and drop off paperwork and payments to agencies and landlords as needed.
- Responsible for ethically managing and safeguarding financial resources entrusted to them such as payment cards, gift cards, credit cards, etc. Submit accurate documentation of financial resources in a timely manner.
- Order basic household items for clients who are transitioning out of the Shelter. Coordinate the documentation and distribution of items.
- Follow up with clients on a consistent basis in order to provide support as well as evaluate their progress toward housing stability.
- Create and maintain partnerships with community partners and agencies.

### Who you are:

- A Bachelor's degree in Public Health, Social Services or a related Health Care program is preferred but not required.
- Bilingual/bicultural English and Spanish is required.
- Experience working with domestic violence survivors is required.

### **Diversity Statement**

Northwest Family Services, through our mission, practices and the services we offer, are committed to the belief that all people deserve dignity and respect. As we serve our communities, we will continue to work together to listen, to learn, and to act to overcome historic values and structures that have led to discrimination and inequities.

We are committed to creating a culture of belonging, where all staff are valued and given opportunity to grow and succeed equitably. We do not discriminate on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, primary language, ethnic background or socioeconomic status. NWFS pursues policies, strategies, and programs which promote diversity, inclusion, and equity in our daily work. We seek staff who share our vision and commitment to our communities.

**Supplemental Information**

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment.