



Job Posting Housing Readiness Coordinator

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington. We support and empower all people living with or affected by HIV, reduce stigma, and provide the LGBTQ+ community with compassionate healthcare. Learn more about us at <http://www.capnw.org/>.

CAP is excited to announce that we are currently hiring a Housing Readiness Coordinator to work with participants new to CAP's housing program and referred by CAP staff or Medical Case Managers to review background checks, housing history, and develop individualized plans to increase housing readiness, including but not limited to:

- Providing tenant education and counseling
- Correcting inaccuracies on background reports
- Addressing credit issues that negatively impact housing access, such as money owed to a past landlord or unpaid utilities
- Coordinating Reasonable Accommodation letters
- Assisting with personal statement letters
- Providing referrals to relevant community resources
- Providing other related one-on-one assistance, as relevant

This is a full-time, 1.0 FTE, 40 hour/week position, which reports to the Manager of Housing Services.

Responsibilities include: facilitate participant goal plans shared with teammates, teach small group classes related to housing readiness or maintaining stable housing, provide additional housing expertise during established Service Center hours, conduct CAP intakes and the associated data entry, complete certification paperwork for specific housing programs, track all services and outcomes and complete program reports.

The person in this position is stationed in the CAP's Davis Street office but may periodically travel throughout the five-county service area for meetings. Evening and weekend work is required. This is a non-management, union-represented position.

Required Qualifications:

- Two to four years field or equivalent additional related experience in social or public services/community health work OR bachelor's degree in human/social services field (social work, public health, for example)
- A minimum of two-year's experience providing direct social services or similar work
- Demonstrated computer proficiency using Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet
- Successful experience working with ethnic, racial, sexual, and economically diverse populations and persons who have experienced homelessness, persons with a mental illness and/or substance addiction
- Demonstrated ability to work effectively in a team based environment

- Demonstrated ability to effectively collaborate with community stakeholders
- Demonstrated experience with effective small group facilitation
- Excellent written and oral communication skills
- Strong organizational and time management skills
- Demonstrated ability to complete detail oriented paperwork with reliable accuracy
- Able to work independently with accountability
- Able to travel throughout the service area as needed
- Available to work occasional evenings and weekends

Preferred Qualifications:

- Working knowledge of Affordable Housing, Fair Housing, and Landlord Tenant Law
- Working understanding of background screening, credit and criminal reports
- Working knowledge of local subsidized housing programs and social services in the Portland Metro Area
- Previous experience working with people living with HIV
- Certified Rent Well Instructor, Trained Professional, or ability to obtain certification(s)
- Verbal and written fluency in Spanish

Compensation: \$42,971 annually, plus employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

NOTE: This is a union represented position.

Closing Date: Open until filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

- 1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for,**
- 2) your resume, and 3) a completed CAP Employment application (available at <http://www.capnw.org/careers>) to:**

Cascade AIDS Project
Housing Readiness Coordinator Position
520 NW Davis St., Suite 215
Portland, Oregon 97209

Fax: 503-223-6437

Or by email to:
jobs@capnw.org

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer
People of color, women, LGBTQ+ individuals and people living with HIV are strongly encouraged to
apply