



HOUSING SENIORS | CREATING HOPE | PILOTING CHANGE

JOB ANNOUNCEMENT

Position	Bilingual Assessment Specialist	Reports To	Housing Access Manager
Location	Northwest Pilot Project 1430 SW Broadway, Suite 200 Portland, OR 97201	Start Date	July/August 2021
Salary	\$44,098 Annually	Days/Hours	Monday – Friday, 8:30 a.m. – 5:00 p.m.
Submit By			4 pm on Monday, June 28, 2021
Benefits	Medical and dental insurance, generous time off, Employee Assistance Program, short-term disability insurance, life insurance, a mission-driven and supportive work environment		

Job Duties:

- Respond to telephone requests for information and assistance, with a focus on Spanish-speaking communities. Provide housing information, referrals to community resources, and assess for further services at NWPP.
- Interview individuals by phone and in-person to identify strengths and needs, develop plans of action, and follow up as necessary to resolve situation.
- Use NWPP's Short Term Rent Assistance (STRA) criteria to evaluate requests for deposit and rental assistance. Process eligible requests by completing required paperwork and issuing payment promptly.
- Provide assistance with housing applications, advocacy with potential landlords, furniture, moving assistance, and move-in kits to households receiving permanent housing placement and/or eviction prevention services.
- Provide back-up coverage to the Access Specialist as needed, including front desk reception tasks.

Job Qualifications:

- Minimum of one year experience using Spanish in a social service setting.
- Advanced level of oral and written proficiency in English and Spanish, not specific to any one regional use of Spanish.
- Interest in working directly with people who may be experiencing a variety of challenges, including poverty, aging, homelessness, and significant health issues.
- Willingness to engage in meaningful training, self-examination, and action directed at promoting diversity, equity, and inclusion in the organization.
- Excellent interpersonal skills.
- Experience working with computers, databases, and commonly used software.

Preferred Qualifications

- Demonstrated understanding of the root causes of homelessness and unique challenges faced by seniors of color and other historically marginalized communities
- Demonstrated ability to provide culturally responsive services to vulnerable populations
- Bachelor's degree from an accredited college or university is preferred

To Apply Email resume and cover letter to search@nwpilotproject.org by 4 pm on Monday, June 28, 2021.

An Equal Opportunity Employer