



HOUSING SENIORS | CREATING HOPE | PILOTING CHANGE

JOB ANNOUNCEMENT

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| Position | Bilingual Support Services Specialist | Reports To | Program Director |
| Location | Northwest Pilot Project 1430 SW Broadway, Suite 200 Portland, OR 97201 | Start Date | September 2021 |
| Salary | \$44,098 Annually | Days/Hours | Monday – Friday, 8:30 a.m. – 5:00 p.m. |
| Submit By | | Submit By | Open until filled |
| 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:

- Coordinate and provide supportive services with goal of increased housing stability for NWPP clients. Supportive services include home visits, connection to community and medical resources, and coordination of housekeeping and inspection-related services.
- Provide assistance with housing applications, advocacy with landlords, furniture, moving assistance, and move-in kits to households receiving permanent housing placement and/or eviction prevention services.
- Support volunteers providing direct service to clients.
- Work with Assessment Specialists, Housing Case Managers, and PSH Case Managers to identify new client needs. Coordinate assignments with the rest of the Retention Team.
- Engage with and respond to landlords and community partners in a timely, positive and professional manner.
- Provide occasional back-up coverage to the Access Specialist, 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 Job will remain open until filled.

An Equal Opportunity Employer