



HOUSING SENIORS | CREATING HOPE | PILOTING CHANGE

JOB ANNOUNCEMENT

Position	Housing Case Manager	Reports To	Case Management Services Manager
Location	Northwest Pilot Project 1430 SW Broadway, Suite 200 Portland, OR 97201	Start Date	September 2021
Salary	\$42,663 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:

- Maintain a caseload of approximately 40 low-income seniors seeking housing stability.
- Work collaboratively and respectfully with clients to develop effective housing plans to address immediate and long-term housing and healthcare needs.
- Meet regularly with clients to provide ongoing needs assessment and to assist with access to resources and services that support their housing plans.
- 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, including necessary documentation (i.e. securing current and valid ID, Social Security Benefit letters, assisting with reasonable accommodations, birth certificates, timely compliance paper work, maintaining positions on waitlists, etc.

Job Qualifications:

- Experience working effectively with adults from diverse backgrounds and cultures.
- Minimum of one year experience directly providing social services to low-income households of color.
- 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
- Bilingual/Multilingual a plus
- 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