Currently Accepting Applications: Temporary Housing Specialist-Bilingual  
Closing Date: Open until filled  
Interviews Scheduled: Ongoing  
Hire Date: As soon as possible  
Pay Range: $16 hr. - $19 hr.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Housing Specialist-Bilingual</th>
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<tr>
<td>Job Category</td>
<td>Temporary, full-time, hourly</td>
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<td>Reports to</td>
<td>Housing Program Director</td>
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<tr>
<td>Supervises</td>
<td>None</td>
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Position Summary

The Temporary Housing Specialist-Bilingual reports to the Housing Program Director and functions as a team member, assisting with day-to-day operations of the housing department, and primarily assisting clients in need of housing resources. Assistance includes application completion, collecting information such as income verification, determining program eligibility, and processing applications and awards as needed to connect people with housing and other resources. Maintaining client files and reporting in program databases is required, and adhering to confidentiality guidelines is essential.

Duties and responsibilities

The primary job responsibilities of the Temporary Housing Specialist-Bilingual include:

- Understand and implement programs and services offered through the housing department.
- Adhere to rules and regulations provided by all applicable funding sources.
- Assess each household’s needs and facilitate housing-focused, client-driven stability planning with the goal of obtaining and/or maintaining housing.
- Assist people with applications, including collection of eligibility documentation.
- Determine eligibility and communicate with applicants and participants as needed.
- Process applications and awards to connect people with housing and other resources.
- Maintain accurate client and program files and ensures confidentiality of customers.
- Contribute other activities/services that allow the program to continue to meet the needs of the participants and create a positive image within the community.
- Develop and maintain professional relationships with other community collaborators and supporters.
- Implement teamwork actions and collaborate with co-workers to create a positive working environment.
- Maintain professional knowledge, skills and certifications by attending appropriate conferences, meetings, and training related to the position.
- Attend all staff meetings and department meetings as required.
- Maintain regular attendance and perform job duties and responsibilities in a satisfactory manner.

Qualifications

Education: Associate’s Degree in Human Services or a related field, or a High School diploma with at least four years of related work experience.
Skills, Abilities, and Knowledge:

- Able to establish and maintain effective working relationships with a diverse group of individuals and community organizations.
- Able to communicate effectively, both oral and written.
- Able to work independently with a high level of consistency, efficiency and timeliness.
- Able to maintain confidentiality of program matters.
- Able to work with people from a variety of economic, racial and cultural backgrounds with various lifestyles, disabilities, sexual orientations and ages.
- Able to work with volunteers, other partners, and the public in a respectful, professional, and non-judgmental manner.
- Able to understand the needs, struggles and concerns of low-income families.
- Able to use a computer and office equipment to meet basic job functions, including e-mail, word-processing, data entry, copying, faxing, etc.
- Must have a valid Washington State Driver’s License and current personal automobile insurance.
- Must have a reliable means of transportation to make frequent site visits throughout the service area.

Working conditions

The position is based in an office environment, but requires frequent visits to project sites that may involve up to 3 hours of driving each way. There is frequent contact with the public in a variety of conditions, in person and over the phone, indoors and outdoors. Some statewide and national travel, including some air travel, to attend required conferences and meetings is expected. Some evening and weekend work required.

Physical requirements

The position requires frequent sitting and using computers, long periods of driving (up to 3 hours in each direction), occasional travel by air, and moderate lifting (up to 40 pounds.)