Do you dream of joining the nonprofit sector? Do you want to make a positive impact on people’s lives by working alongside survivors of domestic and sexual violence? Do you have experience being flexible and creative to find solutions to obstacles?

Well, you’re in the right place! Clackamas Women’s Services (CWS) is hiring a Housing Case Manager to join our team.

Key Details:
- **Pay:** $21.16-$24.49/hour DOE (+differential for bilingual skills). Benefits available first of the month following hire.
- **Schedule:** Full Time, 40 hours a week, Monday – Friday; some evenings when needed
- **Benefits:**
  - 100% employer-paid health, dental, vision, and alternative care benefits, 100% employer-paid long-term disability and life insurance, monthly retirement plan contribution of 5%.
  - Generous PTO (39.5 days in first year), 10 paid holidays per year (you choose), paid day off for birthday, paid parental leave, EAP, Anniversary bonus: $25/year of service. $100 monthly travel stipend.
  - Professional development opportunities, i.e., conferences and trainings. CWS was voted as one of the 100 Best Nonprofits to Work for in Oregon in 2022!

Who We Are: In 1985, CWS grew out of neighbors opening their homes and sharing what they had in hopes of building a safer community for families. Since then, we’ve grown beyond shelter to offer a wide range of services for anyone experiencing domestic and sexual violence, from initial crisis to long-term healing. We continue the legacy of working with survivors, community members, emergency responders, partner organizations, and businesses to build communities that honor and support survivors of domestic and sexual violence.

To learn more, check out our website: [https://www.cwsor.org](https://www.cwsor.org).

We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBTQIA+, older adults and people with disabilities are strongly encouraged to apply.

Who You Are: Our mission is to break the isolation of domestic and sexual violence. It takes a wide range of amazing and diverse people to achieve the mission of Clackamas Women’s Services and to be successful in the work that we do. Through our confidential emergency shelter, our rural outreach office, and A Safe Place Family Justice Center, CWS coordinates services with other public and private agencies in order to best serve survivors seeking help. Our Housing Case Manager will go through 40 hours of domestic violence advocacy training before beginning their position. Qualifications include:

- A minimum of two years’ experience working in domestic violence/sexual assault programs.
- A minimum of one year experience providing housing services.
- Readiness to support survivors of domestic violence and/or sexual assault.
- Readiness to cultivate an understanding of systems of oppression and domestic and sexual violence and its effects on survivors, their children and society.
- Ability to work effectively and non-judgmentally with individuals from diverse backgrounds and understanding of culturally competent service delivery.
- Enthusiasm for working collaboratively with a wide range of public and private systems.
- Reliable transportation required and ability to travel throughout Clackamas County and the Greater Portland Area.
- Bilingual/bicultural persons strongly encouraged to apply.

Position Overview: Our Housing Case manager will jump into a heart-centered team that provides culturally responsive emergency, transitional, and long-term support and services. You will help survivors connect with stable housing in a non-judgmental, supportive way by using honest, transparent and respectful communication to be flexible and adapt in many scenarios to help our participants. A typical day will consist of:
• Completes thorough, accurate Coordinated Housing Assessment paperwork with participants.
• Completes thorough, accurate Diversion Packets with participants, collects required documentation.
• Completes all required housing paperwork with participants depending on funding requirements and including but not limited to:
  o Gathering all necessary income information;
  o Calculating rental assistance portions for participants and CWS;
  o Calculating utility allowances;
  o Completing rent reasonableness documentation; and
  o Completing inspections for all new units to ensure compliance.
• Assists and supports participants accessing other housing assistance programs (e.g., Section 8, county CHA programs, etc.).
  o Tracks intake and orientation appointments for participants, assist participants with obtaining needed documentation, be a liaison to build positive relationship this other housing providers.
• Assists Housing Program Manager with waitlist follow up and maintaining active waitlist.
• Assists participants in finding and obtaining safe and stable housing, support participants through application process, provide support with landlord relationship building, support with mediating issues between tenant/landlord, etc.
• Provides a wide variety of advocacy strategies to housing participants.
• Provides individualized case management for participants in the CWS housing programs, including:
  o Regular home visits;
  o Safety planning;
  o Crisis intervention services;
  o Supporting participants in their goals for self-sufficiency and growth (i.e., budgeting, financial empowerment, domestic violence education, physical and mental health, parenting education, etc.);
  o Domestic violence and sexual assault education;
  o Accompaniment to appointments or meetings with a variety of service providers (DHS, Court, Immigration, etc.); and
  o Providing transportation to participants in agency vehicle.
• Completes Finance Request forms for approved housing funds, including standing monthly payments and unique, one-time payments.
• Attends housing community meetings, provide support to teams and follow-up with former housing participants.
• Works to establish effective, positive, and ongoing relationships with community partners.
• Communicates in a trauma-informed manner and provide comprehensive information to housing participants in an accessible way.
• Represents CWS at community meetings, speaking engagements and educational trainings as requested.
• Physical requirements: frequently ascend/descend stairs; move items up to 50 lbs, assist in households’ tasks, move throughout CWS worksites.
• Other duties as assigned.

Clackamas Women’s Services complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, or age.

Clackamas Women’s Services operates its program, services, and activities in compliance with federal nondiscrimination laws.

Check us out on social media:
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https://twitter.com/cwsor
https://www.instagram.com/cwsor/