



## Job Posting

### Bilingual Housing Case Manager

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to preventing HIV infections, supporting and empowering people living with or affected by HIV and eliminating HIV-related stigma and health disparities. Learn more about us at <http://www.cascadeaids.org/>.

CAP is excited to announce that we are currently hiring an experienced Bilingual Housing Case Manager to provide home-based housing case management, goal planning, information and referral services, advocacy with and on behalf of clients, and eviction prevention for individuals and families. This position will provide case management support to both English and Spanish speaking people who are living with HIV. This is a 1.0 FTE 40 hour/week position, which reports to the Manager of Housing Services.

Responsibilities include: working with clients to develop housing plans, assisting clients in locating and securing affordable housing, mediation with landlords, completing forms, and entering data into the agency database in a timely and accurate manner. The Housing Case Manager works collaboratively and communicates effectively with clients, volunteers, CAP staff and community partners.

The person in this position is stationed in the CAP – Davis St. office but will travel throughout the six-county service area for meetings and client home-visits. Evening and weekend work is required. This is a non-management, union-represented position.

#### Required Qualifications:

- Bachelor's Degree in human/social services field (social work, public or community health, psychology) or related field or equivalent experience
- Prior experience providing case management (or similar) services
- Prior experience working with people experiencing homelessness
- Demonstrated computer proficiency using Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet
- Demonstrated excellent written and oral communication skills
- Successful experience working with ethnic, racial, sexual, and economically diverse populations and persons who have experience homelessness, persons with a mental illness and/ or substance addition
- Demonstrated ability to effectively collaborate with community stakeholders
- Good organizational and time management skills
- Ability to work independently with accountability and exercise sound judgment, discretion and professionalism at all times
- Able to travel throughout the service area on a frequent basis

- Valid Driver's License and access to a reliable vehicle
- Available to work occasional evenings and weekends for mandatory CAP events
- Verbal and written fluency in English and Spanish

**Preferred Qualifications:**

- Master's degree in human/social services field (social work, public or community health, psychology) or related field
- Prior experience working with people living with HIV
- Knowledge of housing laws
- Knowledge of local housing and social services resources for people who are homeless or at risk of homelessness
- Experience working with persons exiting County, State or Federal Corrections

**Compensation:** \$39,821 annually; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

**NOTE: This is a union represented position.**

**Closing Date:** Open until filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

- 1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for,**
- 2) your resume, and 3) a completed CAP Employment application (available at <http://www.cascadeaids.org/about/careers/>) to:**

Cascade AIDS Project  
Bilingual Housing Case Manager Position  
520 NW Davis Street, Suite 215  
Portland, Oregon 97209

Or by email to:  
[jobs@cascadeaids.org](mailto:jobs@cascadeaids.org)

Or fax to:  
503-223-6437

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer  
People of color, women, LGBTQ individuals and people living with HIV are strongly encouraged to apply