



**Job Posting
Housing Services Specialist**

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 a Housing Services Specialist to provide high-quality, coordinated, strengths-based social services consistent with the agency's mission. The individual works in Cascade AIDS Project's Housing and Support Services Programs to provide services that include 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 is a full-time 1.0 FTE 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 and motel owners, coordination of medical and transitional housing motel vouchers, providing case coverage for Housing Case Managers, providing coverage for Housing Readiness hours, completing forms, and entering data into the agency database in a timely and accurate manner. The Housing Services Specialist works collaboratively and communicates effectively with clients, volunteers, CAP staff, and community partners. Other duties as assigned.

The person in this position is stationed in the CAP main 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 two years' experience relevant to the position
- ✓ Prior experience providing case management (or similar) services
- ✓ Demonstrated computer proficiency using Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet
- ✓ Excellent written and oral communication skills
- ✓ Successful experience working with ethnic, racial, economic and sexually diverse populations and persons who have experienced homelessness, persons with a mental illness and/or substance addiction
- ✓ Demonstrated ability to effectively collaborate with community stakeholders
- ✓ Good organizational and time management skills

- ✓ Ability to work independently with accountability
- ✓ Able to travel throughout the service area on a frequent basis
- ✓ Valid driver's license and access to reliable vehicle
- ✓ Available to work occasional evenings and weekends

Preferred Qualifications:

- ✓ Master's degree in human/social services field (social work, public or community health, psychology) or related field
- ✓ Verbal and written fluency in English and Spanish
- ✓ Knowledge of housing laws and local housing resources
- ✓ Experience working with persons exiting County, State or Federal Corrections
- ✓ Previous experience working with people with HIV

Compensation: \$38,876 annually, plus 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.
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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
(application available at <http://www.cascadeaids.org/about/careers/>) to:

Cascade AIDS Project
Housing Services Specialist Position
520 NW Davis St., Suite 215
Portland, Oregon 97209

Fax: 503-223-6437

Or by email to:
jobs@cascadeaids.org

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