



## Job Posting SW Washington Housing Navigator

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to supporting and empowering all people with or affected by HIV, reducing stigma, and providing the LGBTQ+ community with compassionate healthcare. Learn more about us at <http://www.cascadeaids.org/>.

CAP is excited to announce that we are expanding our services in SW Washington! We are currently hiring an experienced SW Washington Housing Navigator. This is a part-time, .7 FTE, 28 hrs/week position which reports to the SW Washington Housing Team Lead. The SW Washington Housing Navigator works with the staff and management of Cascade AIDS Project (CAP) to provide high-quality, coordinated, strengths-based social services consistent with the agency's mission.

Responsibilities include: assessing client needs and housing readiness, conducting housing planning meetings, coordinating shelter referrals, assisting clients in applying for affordable and subsidized housing, mediation and direct communication with landlords, assisting with emergency rental assistance and eviction prevention strategies, information and referral services, advocacy on behalf of clients, providing tenant education and counseling, assisting with housing searches, addressing housing barriers for accessing and maintaining stable housing, coordinating Reasonable Accommodation letters and personal statements, completing filing, entering data in agency databases in a timely and accurate manner, and providing other related one-on-one assistance, as relevant. The Housing Navigator 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 CAP's Longview and Vancouver offices and will travel throughout the Clark, Skamania and Multnomah County service area for meetings and client home-visits. Occasional evening and weekend work, a state-issued driver's license and access to a personal vehicle are 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, sexual, and economically diverse populations
- Demonstrated ability to work effectively in a team based environment

- Demonstrated ability to effectively collaborate with community stakeholders
- Strong organizational and time management skills
- Demonstrated ability to complete detail oriented paperwork with reliable accuracy
- Able to work independently with accountability
- Able to travel throughout the service area as needed
- Valid driver's license and access to reliable vehicle
- Available to work occasional evenings and weekends

**Preferred Qualifications:**

- Knowledge of Washington State housing laws and local housing resources
- Previous experience working with people living with HIV
- Verbal and written fluency in English and Spanish

**Compensation: \$27,894 at 28 hrs/week annually, based on the union contract; 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 (available at <http://www.cascadeaids.org/about/careers/>) to:**

Cascade AIDS Project  
SW Washington Housing Navigator  
520 NW Davis Street Suite 215  
Portland, Oregon 97209

Fax: 503-223-6437

Or by email to:

[jobs@cascadeaids.org](mailto: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