



We're hiring a Housing Stability Specialist!

Mary's Place empowers homeless women, children, and families to reclaim their lives. We operate a women's day center and several 24x7 family centers and shelters in King County. We serve hundreds of families—moms, dads, and children—providing a safe place for them to be inside and together at night, along with food, showers, clothing, and access to housing and employment resources to help them find their forever homes!

Position Description

We are seeking a passionate individual with great organizational skills to join our new Housing Stability team at Mary's Place as a Housing Stability Specialist. Under the supervision of the Housing Manager, Housing Stability Specialists are responsible for working with families that have moved into permanent housing with a focus on empowering the family to maintain their housing stability. This position provides an opportunity to help further develop the stability program and is guaranteed to be incredibly rewarding!

Key Responsibilities

- Work in partnership with outreach and community service providers to connect families to housing retention resources in their community
- Travel throughout King County to meet with clients where they are residing, and work with each family for a minimum of three months
- Assist families in advocating for their needs and accessing services and resources
- Act as a liaison between families, support services, landlords, and community agencies and maintain ongoing communication with other providers as needed
- Prepare a stability plan with each family based on identified goals
- Review and actively monitor families progress toward meeting identified goals, with an emphasis on paying rent and complying with lease obligations
- Help to identify creative solutions to issues to ensure that families are stabilized
- Assess the financial situation of families and their need for supportive services such as employment assistance, budgeting, and/or credit repair
- Maintain accurate and confidential client records and electronic files in required database systems
- Participate in regular staff meetings
- Adhere to staff guidelines as outlined in the Employee Handbook

Skills/Qualifications Required

- Bachelor's degree or equivalent experience in social services or related field
- Experience working in a shelter setting or with homeless populations strongly desired
- Basic knowledge of Housing First principles

- Demonstrated problem solving, conflict mediation, and crisis management skills
- Ability to manage agency funds with discretion and accuracy
- Demonstrated ability to understand funder requirements and the importance of accurate and timely data collection/entry
- Ability to work independently in a self-directed manner and as part of a team
- Access to reliable transportation, valid driver's license, and vehicle insurance that meets Washington state's minimum guidelines, and the ability and willingness to travel throughout King County on a daily basis
- Ability and willingness to work occasional evenings and weekends in response to family needs
- Willingness and ability to work with people from a variety of racial, cultural, social and economic backgrounds with various lifestyles, sexual orientations, and of all ages and genders.

Details

This is a full-time position (40 hours a week with paid overtime, as needed) with a rate of pay of \$17.00 to \$19.00 an hour.

In addition, Mary's Place offers the following benefits to full-time staff:

- Medical and dental insurance with the cost for core employee coverage paid at 100% by the company and VERY competitive family rates
- Unlimited use ORCA pass for a small deduction per pay period
- 10 days paid time off (PTO) each calendar year (accrued by pay period)
- 10 days of sick time each calendar year (accrued by pay period)
- Nine paid holidays (Eight designated company holidays and one day of choice)
- Employee Assistance Program
- Mary's Place is an Equal Opportunity Employer.

How to Apply

Applications accepted until the position is filled. Please send cover letter and resume to: jobs@marysplaceseattle.org. No phone calls please; only applicants selected for interviews will be contacted.

www.marysplaceseattle.org