



JOB DESCRIPTION Enhanced Rapid Re-Housing Program Specialist

Duration: Permanent, Full-Time, Hourly

Reports To: Resident Services Manager

Salary Range: \$50,000 – \$55,000 a year, opportunity for bilingual pay differential, DOE.

Benefits: Medical, Vision & Dental Insurance for the employee;
Employer Funded 403(b) Pension;
Vacation, Holidays, Sick Leave, Bereavement;
Life Insurance, Short Term and Long-Term Disability;
Two weeks paid maternity/paternity leave, Employee Assistance
Program;
Sabbatical (four weeks paid) after seven years;
Approximate 36-hour workweek – four hours “wellness” benefit, compensation is
based on 40 hours.

About CPAH

Join us at Community Partners for Affordable Housing (CPAH) and be part of a team dedicated to supporting our growing organization, currently serving over 450 households in Washington County and SW Portland.

CPAH is dedicated not only to ensuring equitable access to housing, but also to building a team that reflects the diversity of our residents and represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Position Overview:

In support of CPAH’s mission and the goals connected to Washington County’s Enhanced Rapid Re-Housing (ERRH) program, this position will be responsible for case management and rental assistance referral for people who are currently experiencing a housing crisis. This position will assist households in finding new permanent housing, and it will assist newly housed participants in meeting their responsibilities as tenants. The ERRH program is a Housing First, low barrier, harm reduction, crisis response program focused on quickly resolving the housing crisis of eligible households.

This position works closely with Washington County’s homeless and housing systems to address homelessness in the region. This position will coordinate with CPAH’s resident services team and local community partners to meet the needs of residents and leverage existing capacity and resources.

Primary Responsibilities:

- Provide housing navigation and placement services for households experiencing a housing crisis in Washington County.
- Assist households in finding new permanent housing and meeting their responsibilities as tenants by complying with a standard lease agreement.
- As per Washington County requirements, utilize Progressive Engagement case management to connect participants to resources; including job resources to help them become self-sufficient. *Progressive Engagement case management means using motivational interviewing, trauma informed practice, and strengths-based goal setting to help someone out of homelessness as quickly as possible.*
- Utilize online data systems to monitor referrals and to track participant progress and outcomes.
- Provide ongoing stabilization services and comprehensive case management for up to twenty diverse households; provide necessary support to ensure housing stabilization.
- Complete assessments with participants to assess needs and find appropriate housing and services.
- Provide appropriate resources, tools, and case management skills to assist participants in achieving their case plan goals; making referrals for services and following up to ensure participants needs are met.
- Support participants with the move in process. This includes assisting participants in understanding the lease agreement and helping secure necessary household items.
- Build collaborative partnerships with community partners and service providers. Work closely with other agency programs to maximize resident's outcomes, program goals, and CPAH's mission.
- Coordinate with property management and apartment resident services (if available) to meet resident needs and stabilize housing.
- Maintain work schedule as required by program needs with adequate flexibility.

Qualifications:

To be successful as our Enhanced Rapid Re-Housing Program Specialist, you will need:

- At least two years' experience developing case plans and applying case management skills to difficult situations and behaviors.
- At least one year experience working with homeless individuals and families, including people with symptoms of mental health and substance use diagnoses.
- Experience working with diverse populations.
- Knowledge of systems such as Medicaid/Medicare, Community Connect, and local Housing Authorities.
- Experience collaborating with community partners and service providers to meet resident needs.
- Strong verbal and written communication skills, including ability to effectively communicate with upset individuals.
- Experience using resident centered, trauma informed, and de-escalation practices.

- Proven ability to work with efficiency and flexibility.
- Passionate about CPAH's mission and impact.
- Ability to maintain appropriate professional boundaries with participants.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Word.

Bilingual and/or multicultural individuals are encouraged to apply. CPAH values experience working with historically underserved populations and communities of color.

Unique Job Conditions

Requires some (<10%) participation in evening and weekend meetings and events. We offer a flexible work environment. Currently, we are generally working at home due to COVID, but staff will be returning to the office in the fall, with the opportunity to work part-time from home. This job is primarily in the field meeting with ERRH program participants.

To Apply

Both a resume and a cover letter are required, and great cover letters describe your interest and qualifications (including equivalent experience) for this position, your commitment to diversity, equity, and inclusion, and your perspective on affordable housing in our community.

To apply for this job, email your cover letter and resume to jobs@cpahoregon.org.
For more information on CPAH, please visit our website at cpahoregon.org.

This position will be open until filled.

CPAH does not discriminate against any person on the basis of age, race, color, religion, sex, sexual orientation or gender identity, disability (physical, mental or developmental), familial or marital status, or national origin, in admission or access, treatment of, residents, employees or volunteers in any of its projects or programs.

