



**JOB DESCRIPTION      Housing Navigator and Case Management Specialist**

**Duration:**                      Permanent, Full-Time Exempt Position, Hourly

**Reports To:**                      Assistant Director of Programs

**Salary Range:**                      \$52,000 – \$56,000 + competitive benefits, opportunity for bilingual pay differential.

**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 parental leave, Employee Assistance Program;**  
**Sabbatical after seven years;**  
**Approximate 36-hour work week (compensation 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. The Housing Navigator and Case Management Specialist is part of CPAH's Supportive Housing Services team and will serve Washington County's homeless population with housing placement and case management services. CPAH's resident services program provides a range of services for youth, seniors aging in place, working families, and some of our most vulnerable neighbors. 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 Summary:**

In support of CPAH's mission and the goals connected to Washington County's Supportive Housing Services (SHS) program, this position will be responsible for housing navigation, housing placement, and intensive case management for individuals and families experiencing homelessness. 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.

**Typical Tasks:**

- Provide housing navigation and placement services for families and individuals experiencing homelessness in Washington County. Make initial connection with clients via Community Connect.
- Provide ongoing stabilization services and comprehensive case management for up to thirty diverse individuals and families placed in low-income housing. Provide necessary support to ensure housing stabilization.
- Complete initial intake and assessment of participants to assess needs in order to connect participants with necessary 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 resident needs are met.
- Support participants with move in process. Ensure apartments are adequate and move-in ready. Rehouse participants when needed.
- Build collaborative partnerships with community partners and service providers. Work closely with other agency programs to maximize participants outcomes, program goals and CPAH's mission. Coordinate with property management and community resident services to meet resident needs and stabilize housing.
- Work closely with housing and homeless systems Community Connect and the Housing Authority of Washington County. Assist residents in finding an appropriate residence.
- Enter resident demographics, data, and case notes into online data base system HMIS.
- Maintain work schedule as required by program needs with adequate flexibility

**Qualifications:**

To be successful as our Housing Navigator and Case Management Specialist, you will need to meet the minimum qualifications and commit to building an inclusive work environment.

- 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 residents.
- 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.**

As an equal opportunity employer, CPAH is committed to building a culturally diverse and inclusive environment and we are actively seeking to recruit a diverse applicant pool. CPAH values experience working with historically underserved populations and communities of color and offers a pay differential for staff who can speak languages relevant to our resident community.

CPAH values passion around affordable housing. And not to be understated, a sense of humor and desire to be part of a learning and growing team.

**Unique Job Conditions:**

Requires occasional participation in evening and weekend meetings or events.  
Occasionally required to lift more than 25 pounds.

**Proof of COVID-19 vaccination is required.**

**Community Partners for Affordable Housing is a non-profit community-based housing development organization.**

Position is open until filled.

**To apply please submit a Cover Letter and Resume to [jobs@cpahoregon.org](mailto:jobs@cpahoregon.org).**

*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 to, or treatment of, residents, employees or volunteers in any of its projects or programs.*

