



# Refugee Resettlement Office

## HOUSING CASE MANAGER POSITION (TEMPORARY)

We are seeking to fill one position for a Housing Case Manager. This position is for 40 hours per week. The hours are during the work week, Monday-Friday, and occasional evening or weekend hours for workshops as needed. This is a temporary position for 6 months.

We are a small non-profit agency in Auburn. It is our mission to help refugees and asylees become self-sufficient in their new lives. We work with adults and families who have been granted refugee or asylee status. The majority of our clients are from Somalia, Ethiopia, Eritrea, Ukraine, Russia, Bhutan, Burma, Congo, Iraq, and Afghanistan.

### JOB RESPONSIBILITIES:

- Outreach to potential housing opportunities
- Develop relationships with potential housing location managers
- Attend networking events to share and gather resources
- Coordinate with resettlement staff to ensure incoming clients have homes ready for arrival
- Other tasks as assigned by resettlement manager
- Lead workshops on client/tenant rights for new arrivals

### QUALIFICATIONS:

- Must be able to work well with many different kinds of people from all over the world
- Must be able to read, write, and speak English with a high degree of proficiency
- Must have a valid driver's license
- Ability to work in person in Auburn
- Must be able to work well in a team and independently
- Must be able to work effectively despite frequent interruptions
- Must be able to manage and meet deadlines for multiple projects
- The ability to be responsible and professional: arrive on time to appointments, cancel or call in sick only when absolutely essential, etc. Our clients are job seekers and many have spent 10-20 years without jobs while in refugee camps so it is important that staff model an appropriate work ethic
- Computer knowledge of Microsoft Office, Google Drive

The most successful candidates will also have a high degree of patience, a good sense of humor, and a "go with the flow" type attitude. We are most interested in finding the best candidate for

the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Pay: \$23/hour with benefits.

Please include your resume with your response and send to [jessie@roseattle.org](mailto:jessie@roseattle.org).

All candidates submitting resumes and inquiring emails that pique our interest will be contacted via a return email and scheduled for a Zoom first interview. Candidates who are selected to move on will then be scheduled for a second in-person interview.