



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: BSK Youth and Family Homelessness

Prevention Case Manager

FLSA Status: FULL TIME, non-exempt

Department: Frances Martinez

Reports to: Director, Human Services

Pay Range: \$27.85 - \$28.85 per hour

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

Provides case management and follow-up to individuals and families to establish a housing stability plan, identify practical solutions based on available resources, and take the steps needed to avoid eviction and/or address their housing crisis. Comprehensive case management efforts to avoid families being evicted.

Program Background:

- The program's objective is to provide housing stability to avoid loss of housing.

ESSENTIAL QUALIFICATIONS:

- Bilingual Spanish/English both written and oral fluency.
- B.A. Degree and social service experience.
- Ability to communicate effectively both in written and oral contexts.
- Must be certified in Family Development Training or take and pass the training.
- Excellent use of Microsoft computer software.
- Must have strong interpersonal skills.
- Must have a Washington State Driver's License, vehicle, and proof of insurability.

MEASURABLE STANDARDS

- Must perform in a professional manner at all times.
- Ability to work well with all types of people.
- Ability to work well under pressure.
- Must be able to maintain confidentiality on client's documents.
- Must be able to work collaboratively and effectively with the internal and external staff.
- Must be highly organized, self-motivated, multi-tasked, self-directed, and detail oriented.

ESSENTIAL FUNCTIONS:

- Performs comprehensive assessments for individual homeless participants; develops/implements service plans with involvement of participants.
- Provides case-monitoring and maintains complete participant chart notes.
- Maintains and supports participant confidentiality files and provides appropriate reports and statistics for monthly billings.
- Collects demographics for United Way, CSBG, and for various housing reports.
- Enter all participants in HMIS
- Performs monthly and quarterly billings and required documentation for funders.
- Reviews case managers' requests for housing payments if and when applicable.
- Performs other duties and responsibilities as assigned.

WORKING CONDITIONS:

Works in a general office environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule.

- Remote work eligible: Hybrid - expected to work from the Federal Way office at least two days per week during pandemic period.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop, or laptop computer
- Ability to lift up to 25 lbs.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

El Centro de la Raza offers the following benefits to full-time/part-time staff:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 10 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- Vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment.
- 8 days of paid holidays have been establish by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Contact Information

To apply for this job please send your resume, cover letter and our employment application to:

Sylvia Rubio, *Human Services Interim Director*, srubio@elcentrodelaraza.org

Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

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