



POSITION TITLE: Domestic Violence Housing Case Manager

REPORTS TO: Direct Services Program Manager

SALARY: \$25.00-\$25.50 per hour, DOQ full position range \$25.00 to \$27.68 per hour.

BENEFITS: Full benefits package including: medical, dental, vision, holidays (90 hours per fiscal year, days chosen by employee), vacation (2 weeks per year- accrued per hour worked), and sick leave (12 days/year- accrued per hour worked). 401k contributions after 1 year of employment.

HOURS: Full time 35 hours per week; typically, Monday-Thursday 9:00AM – 5:00PM, Fridays 9:00-2:00PM. Occasional nights/weekends.

LOCATION: This position is based out of our West Olympia location.

About Us: Family Support Center of South Sound is a nonprofit 501c3 multi-service agency located in Olympia, Washington, founded in 1992 to provide families and survivors of domestic violence, sexual assault, stalking, and human trafficking with coordinated supportive services in one centralized location with the mission, “*Working Together to Strengthen All Families and Survivors*”. Family Support Center seeks to build strong, healthy, safe, and hopeful families through collaborative programs and services, with the goal to reduce the impacts of family and child poverty, homelessness, and family violence in the South Sound community.

Position Summary: The Domestic Violence Housing Case Manager works directly with survivors experiencing homelessness, utilizing a housing first model, to support households in accessing permanent housing as fast as possible. This may include survivors staying in area shelters, attempting to flee violence, and/or having recently fled violence. This position supports households in accessing rapid re-housing assistance. All services are survivor driven, following a trauma informed and harm reduction approach.

Preferred Skills & Experience:

- Bilingual English/Spanish
- Experience: A minimum of 1 year of experience working directly with families providing case management/ home visitation /advocacy/resource and referral or related work experience
- Technology: Computer literacy; Proficiency in the use of Microsoft office programs
- Education: Bachelor’s degree in social services or related field. May substitute education for comparable work experience.
- Local work experience; familiarity with Thurston County social service resources
- Experience working with diverse populations
- Experience providing crisis intervention
- Experience working with survivors of domestic violence, sexual assault, stalking or human trafficking
- Transportation: Must have insured personal vehicle and be willing to travel locally

Licenses and Other Requirements:

- Washington State Driver’s License
- Fully insurable driving record
- Ability to pass a comprehensive background check

Primary Responsibilities:

- Maintain a caseload of survivors of domestic violence who are experiencing homelessness, in addition to households currently or recently housed using rapid re-housing rental assistance.
- Create a client centered goal plan with each household. Include strategies and action steps needed to access housing and sustain housing. Utilize goal plan as an ongoing tool to guide case management service. Keep goal plan up to date and flexible to the needs and individual goals of each family.
- Meet with clients as often as necessary to evaluate progress in meeting steps in action plan, celebrate successes, provide comprehensive one on one support and advocacy to overcome challenges, and reassess and modifying goals as necessary to ensure success.

- Provide direct services to assist clients in meeting their goals. I.e.: assist in completing housing applications, rapid re-housing documents, completing credit repair tasks, and addressing other barriers to accessing housing.
- Maintain accurate and thorough electronic files. Retain documentation and case notes of services provided as well as records that demonstrate the successful completion of goals. I.e.: copies of referral forms, completed housing applications, employment, or benefits applications; new hire letter, lease, etc. Ensure required program documentation is maintained (homeless verification, income verification, HMIS release form etc.)
- Support households experiencing chronic homelessness in accessing permanent supportive housing in the community through established and newly developed partnerships with PSH providers, including FSCSS.
- Provide mobile advocacy for clients to ensure all survivors have access to the available services, which may include meeting at partner agencies, library, coffee shop, or other safe and mutually agreed upon locations.
- Develop and maintain relationships with faith based communities, schools, and other community partners who provide support to low income families; coordinate family services between multiple providers.
- Follow households for up to 6 months following the end of their rental assistance, which may include home visitation, mobile advocacy, and support at a level and intensity requested of the families.
- Exit clients from program if no contact for 60 days. Document a minimum of three attempts to make contact first (phone call, certified letter, home visit).
- Represent Family Support Center at community meetings including such as Homeless Housing Hub, Local Planning Area, and Coordinated Entry.
- Participate in agency's on-call rotation to provide backup support to volunteers in evenings; approximately 3-4 weeks per year.
- Other duties as assigned

To apply for this position, please email your professional resume, cover letter, and contact information for three professional references to [hiring@fscss.org](mailto: hiring@fscss.org) or fax documents to 360-943-1139 ATTN: Hiring, or mail to Family Support Center of South Sound 3545 7th Ave SW Suite 200, Olympia WA 98502. No phone calls.

Position open until filled.

Family Support Center is an equal opportunity employer and service provider. Family Support Center shall not discriminate against any person on the basis of any legally protected status including, but not limited to: age, citizenship, color, disability, health condition, ethnicity, marital status, national origin, religion, sex, or sexual orientation.