Case Coordinators-Housing Services (Renewal)

Three positions available

1. **Monday - Friday 8:30 am-5:00 pm*** Bilingual **Required**
2. **Monday - Friday 8:30 am-5:00 pm*** Bilingual **Required**
3. **Monday – Friday 8:30am-5:00pm*** Bilingual Preferred

*Work times may vary based on participant needs. This position has a worksite however is primarily based in the community and but may be asked to work at other locations on occasion.

Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, able-ism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

We're committed to making our community a safer place for everyone. Join us!

In this position you will:

- Support participants from a trauma informed care approach
- Provide advocacy and support to transitional and permanent housing participants
- Develop a network of resources throughout the community to enhance the ability to be a liaison for participants and provide individual and group advocacy services

ESSENTIAL DUTIES

- Responsible for implementing all programmatic and agency protocols as directed
- Provide support for all Housing Programs, Transitional Housing Programs and Permanent Housing Program
- Interview and screen families for eligibility
- Process and maintain program documentation and records per agency policies and procedures
- Provide case management services in the areas of housing, employment opportunities, budgeting, parenting skills, community integration, childcare, etc
- Provide referral and resource advocacy for participants
- Ensure management of budget and documentation required in all housing related activities
- Conduct support groups with clients
- Comply with HUD, DES and other housing requirements
- Provide community domestic violence education and information to potential landlords
- Represent the agency at tabling events, workshops, demonstrations, public awareness fairs and meetings
- Network with community agencies, assessing available services appropriate to participant needs
- Maintain confidentiality of shelter sites and participants

QUALIFICATIONS

- Associate degree, Bachelor Degree preferred

- Four years related experience in the social service field and/or in the area of domestic violence
    - Or an equivalent combination of education and/or experience
- Bilingual (English/Spanish) **required**

REQUIRED COMPETENCIES

- Effective listening
- Excellent written and oral communication
- Knowledge of the dynamics of domestic violence
- Knowledge of the impact of trauma
- Knowledge of group facilitation and dynamics
- Ability to assess potential crisis situations and take appropriate action
- Ability to work well independently and be self-motivated
- Proficient computer skills including e-mail, calendars, document processing, spreadsheets and databases

OTHER REQUIREMENTS

- Appropriate fingerprint clearance through the Arizona Department of Public Safety
- CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance
  (No action is needed to acquire fingerprint clearance or CPR/1st Aid prior to possible employment and Emerge will cover expenses upon employment.)

PHYSICAL DEMANDS

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Provide CPR/First Aid
- Must be able to lift up to thirty pounds

Emerge is an equal opportunity employer