Recovery Café of Clark County

Vancouver, WA

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Housing Coach  | Job Type: | Recovery Café Services  |
| Department/Group: | Foundational Community Supports (FCS) | Position Status | Full-time |
| Location: | 3312 E Fourth Plain Blvd Ste 100 Vancouver, WA 98661 | Travel Required: | Clark County Only  |
| Level/Salary Range: | $15-17/hour | Hours/Schedule | TBD  |
| HR Contact: | Moriah Patterson | Date Posted: | 3/28/22 |
| Will Train Applicant(s): | Will Train Applicant(s) | Posting Expires: | Open Until filled  |

Recovery Café of Clark County (RCCC) is looking for someone to join our team as a Housing Coach. RCCC is a non-profit and part of a national network of similar Cafés serving men and women who have suffered trauma, homelessness, addiction and/or other mental health challenges. In a Café setting of "Radical Hospitality” members experience belonging, healing, and the joy of contributing to a nurturing community that specifically acknowledges addiction and mental health challenges.

|  |
| --- |
| **About this Role** |

The person for this position will be responsible for scheduling, coordinating, and facilitating housing opportunities for Recovery Café of Clark County Members through housing development activities. RCC is looking for a self-starter, who is flexible, team oriented, and ideally someone with previous knowledge and/or experience with supportive housing programs. Other desirable attributes for this role include enthusiasm, self-awareness, effective communication, organization skills, and a passion for working with people in recovery.

|  |
| --- |
| **Responsibilities** |

* Provide outreach to landlords and consumers to market the Permanent Supportive Housing program including conducting face-to-face housing presentations.
* Assist consumers with completing applications of various rental housing resources including print media and online sources.
* Contact prospective landlords to schedule showings of rental units and housing interviews for consumers.
* Collaborate with consumers to help them make informed decisions about their housing plan.
* Encourage and assist consumers to meet tenancy obligations, such as timely rent payments and other lease requirements.
* Support consumers with, applying for and transitioning to, other types of long-term housing assistance, such as Section 8 vouchers or public housing.
* Assist consumers with housing-related issues relevant to fulfilling lease requirements such as initial household setup, budgeting, housekeeping, house rules, contacting the landlord about repairs and other problems in the home, health & safety (including fire emergency plan and other safety and security concerns), and other issues.
* Maintain daily documentation and update data for monthly reports.
* Assist with the various Recovery Café daily activities and always work to promote the message and services of RCCC.

|  |
| --- |
| **Qualifications** |

* High School Diploma or GED and 2 years’ experience working with individuals with barriers to housing or people with special needs.
* Experience in communicating and collaborating with individuals of culturally diverse populations.
* Ability to maintain confidentiality and demonstrate professionalism in the workplace.
* Ability to track and report program outcomes, navigate community housing systems effectively and perform basic math operations.
* Excellent written and oral communication skills.
* Organizational skills with attention to detail and ability to prioritize.
* Computer skills and current technology experience.
* Time management skills.

|  |
| --- |
| **Benefits** |

* RCCC offers a highly attractive compensation package that includes competitive wages, benefits, paid holidays, and both sick and vacation time.
* Medical and Dental Benefits covered at 100% to all full-time employees.

\*Submit cover letter and resume to Moriah Patterson

|  |  |
| --- | --- |
| Email: | hr@recoverycafecc.org |