POSITION ANNOUNCEMENT: Housing Coordinator

Bradley Angle is a dynamic social service organization offering self shelter and supportive services to survivors of domestic violence since 1975. We are recruiting a full-time Housing Coordinator, a new position created to increase housing options for survivors and their children. The ideal candidate will want to help shape our supportive housing services and be part of Bradley Angle’s legacy of developing innovative responses to domestic violence. If you are a motivated and passionate individual looking for an opportunity to develop new approaches and systems to help our community’s most vulnerable, then we want to hear from you!

PRIMARY RESPONSIBILITIES

1. Serve as agency lead for housing-related case consultation; train and support advocates in conducting thorough housing assessments.
2. Review housing assessments with advocates; offer guidance, strategies, and resources that will support the completion of participants housing action plans.
3. Coordinate access to Bradley Angle rental assistance funds; ensure eligibility requirements are met and funds are used appropriately.
4. Manage Bradley Angle rental assistance funding streams.
5. Ensure adequate and complete program documentation and data entry. Meet reporting requirements.
6. Build and maintain housing partnerships with landlords, property management companies, and housing programs in the community.
7. Supervise full time Housing Advocate. Be open to opportunities for increase in supervision responsibilities as we build program capacity.
8. Co-facilitate Rent Well, a 16-hour tenants rights class 2-3 times/year.

QUALIFCATIONS

1. Bachelor’s degree in social sciences or related field; or 5+ years of relevant experience.
2. Demonstrated knowledge of Portland area resources, in particular, housing programs and housing resources.
3. Experience managing HUD contracts.
4. Direct service experience working in a program with special needs populations (low-income, alcohol and drug affected, domestic violence, child welfare, etc.) required.
5. Effective crisis intervention and conflict resolution skills.
6. Ability to organize and prioritize multiple tasks.

Expectations for all Bradley Angle staff:

1. Ability to relate to individuals from diverse backgrounds.
2. Respectful listening and verbal communication skills.
3. Experience in crisis intervention and conflict resolution.
4. Reading and writing skills which include the ability to access and utilize a variety of resource materials in a timely manner and an ability to maintain accurate records.
5. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence and its effects on society.
6. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
7. Understanding the linkages between domestic and sexual violence and other forms of oppression.
8. Ability to work independently, as well as part of a team.
9. Working knowledge of computers, including Microsoft Office and Excel, Google mail, calendar, drive programs

COMPENSATION & BENEFITS

Starting salary $15-17/hour, plus benefits (medical & dental insurance, retirement, generous PTO)

APPLICATION PROCESS

Submit resumes and cover letters to: [jobs@bradleyangle.org](mailto:jobs@bradleyangle.org)

This job is open until filled, but we are aiming for a January 15th start date.