



## **HOUSING COORDINATOR**

### **Tacoma and Olympia Offices**

**Mission Statement:** *Pierce County AIDS Foundation, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.*

**Summary:** The Housing Coordinator coordinates the housing, transportation, and emergency grants programs for PCAF (Pierce County AIDS Foundation). The Housing Coordinator advocates as a housing resource for all PCAF clients and case managers, working primarily in our Tacoma office with regularly scheduled hours in our Olympia office.

**Scope of Work:** Under the supervision of the Client Assistance Program Coordinator, the Housing Coordinator is responsible for the following:

- Support PCAF's client assistance programs including housing, medical transportation, and emergency grant programs. Duties include preparing and processing all documentation related to applications, placement, monitoring, and evaluation.
- Assist in the development of program policies and procedures as needed to define program guidelines and improve outcomes.
- Consult with the Client Services team and clients regarding affordable housing in the South Sound region.
- Cultivate and sustain positive working relationships with affordable housing providers, property managers, and other social service providers. Facilitate outside referrals for housing services when necessary and appropriate.
- Maintain a portfolio of inhouse and external educational resources related to sustainable housing.
- Maintain a comprehensive understanding of Federal, State, and local housing program rules and regulations, and adhere to the requirements outlined in those standards.
- Develop and demonstrate knowledge of HIV/AIDS related conditions and treatment, particularly as it relates and intersects with housing barriers, and use knowledge to educate clients and people in their support systems.
- Consistently model and display appropriate professional boundaries at all times.
- Educate clients in the model of harm reduction when necessary and appropriate.
- Contribute as a team member and share in the responsibilities required to maintain operations and serve the mission of the organization. This includes, but is not limited to, attending events, participating in fundraising activities,

obtaining training, undertaking research, traveling, flexibility in scheduling, covering the commitments of coworkers when they are unable, and other duties as assigned.

**Qualifications:**

- Bachelor's degree required in psychology, social work, counseling, public health, or a closely related field from a fully accredited college **OR** relevant experience.
- Relevant experience must include a minimum of two years related work in a health or human service role.
- Experience coordinating financial assistance social service programs preferred.
- Basic knowledge of how HIV is acquired, transmitted, and treated as well as associated stigma. Experience working with HIV+ individuals is preferred.
- Prefer candidates with knowledge of affordable housing systems and an ability to access community resources and referrals in the South Sound region including Pierce, Thurston, and Lewis Counties.
- Require candidates who have experience working with diverse populations, with a preference for candidates who have experience supporting individuals with mental health, substance abuse, and/or homelessness issues.
- Prefer candidates with successful management of chronic illness, and knowledge of the grieving and death and dying process.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Experience using social justice oriented, anti-racist, pro-equity, and collaborative approaches.
- Demonstrated understanding of institutional and structural racism, and other systems of oppression.
- Commitment to equity, diversity, and inclusion, including working on one's own internal biases and cultural humility.
- Willingness and ability to articulate and abide by PCAF's philosophy and policies in providing service to clients and in representing the agency.
- Exceptional ability to work independently and to prioritize workload, manage time effectively, coordinate resources, and monitor work to ensure quality.
- Ability to be flexible, supportive, and to work collaboratively with staff as a member of a diverse team.
- Excellent written and verbal communication skills required, along with the demonstrated ability to work effectively under stressful conditions.
- Proficiency in Google Suite, Microsoft Word and Excel, computer word processing, and various databases. Demonstrated ability to access information via the Internet.
- Physical components include periods of frequent keyboarding, lifting up to 30 lbs, and intervals of sitting, standing, and moving about the office.
- Must have access to reliable transportation.

**Compensation and Benefits:** This is a full-time, regular, non-exempt position. Compensation for this position is \$19.25 per hour. Extraordinary employer-paid benefits package includes medical, dental, and vision coverage, life, short-term and long-term disability insurance, employee assistance programs, paid holidays, and a generous Paid Time Off (PTO) plan.

**How to Apply:** Please submit a cover letter and resume to Caitlin Simmons, Client Services Director, [csimmons@pcaf-wa.org](mailto:csimmons@pcaf-wa.org) by 5:00 pm, Friday, November 6, 2020. Include the reasons you're interested in the position, the value you would bring to this role, and your qualifications related to this opening.

Caitlin Simmons, MSW, LSWAIC  
she/her  
Client Services Director  
[csimmons@pcaf-wa.org](mailto:csimmons@pcaf-wa.org)  
[www.pcaf-wa.org](http://www.pcaf-wa.org)

**Equal Opportunity Employer:** PCAF (Pierce County AIDS Foundation) is a proud equal opportunity and Affirmative Action Employer. We do not discriminate on the basis of ethnic origin, color, gender, gender identity, gender expression, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. All interested individuals including people of color, women, persons with disabilities, and persons who are gay, transgender, or intersex are particularly encouraged to apply.

Candidates for employment should be aware that PCAF is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at PCAF.

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Employee Signature

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Date

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Employee Printed Name

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Date

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Supervisor Signature

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Date

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Supervisor Printed Name

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Date