



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: September 1, 2009-May 1, 2010. Flexible.

Length of Term: Approx. 20 hrs per week for 8 months. 675 hours total.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Application Deadline: Open until filled.

Position Title: Housing Case Worker (1 position)

Project Sponsor: Cascade AIDS Project, Supportive Housing Program, www.cascadeaids.org

Sponsoring Organization's Mission: Lead efforts to PREVENT new HIV infections, CARE for people affected and infected by HIV/AIDS, EDUCATE communities to eliminate stigma and shame, and ADVOCATE for immediate action in combating the pandemic.

Project Location: 208 SW 5th, Suite 800, Portland, OR 97204

Transportation Information: Accessible by bus and Max.

Position Summary: Cascade AIDS Project (CAP) is the leading provider of HIV prevention, education, housing, advocacy and support services in Oregon and Southwest Washington. The Housing Case Worker works with the staff of the Housing and Support Services department to provide high-quality, coordinated, strengths-based social services consistent with the agency's mission. The primary focus of this internship position includes the screening and assessment duties including client intakes, assisting with and processing requests for emergency rental assistance and housing planning meetings.

General Responsibilities (to include, but not limited to):

1. Establish rapport with clients and work with them to develop individualized goal plans to facilitate clients' retention in housing and medical care.
2. Advocate with landlords on behalf of clients to prevent evictions.
3. Complete housing planning meetings with clients and fax the goal plan to the Partnership Project Case Manager.
4. Complete emergency rental assistance applications with clients and negotiate rental payment between clients and landlords.
5. Assess client need for emergency medical housing voucher and complete motel vouchers and associated documentation.
6. Design and produce written materials in support of the program, either as an individual or as a member of a team.
7. Meet all contract requirements and provide supporting documentation, including program performance data and reports, as required.
8. Refer clients to appropriate services both within and outside CAP and assist clients with accessing these services.
9. Write and send letters of approval and denial of housing services to clients and community partners.
10. Participate in appropriate community, department, and agency meetings as assigned.
11. Maintain accurate, complete, and current written and database records/files.
12. Assist Manager of Housing Services and Director of Housing and Support Services with reporting requirements.
13. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
14. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
15. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. One year work experience (paid or nonpaid) in human/social services field (social work, public or community health, psychology) or related field.
2. Demonstrated computer and keyboard proficiency using Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet.
3. Excellent written and oral communication skills.
4. Ability to effectively collaborate with community stakeholders.
5. Good organizational and time management skills.
6. Ability to work independently with accountability.
7. Must be at least 18 years of age at the time of enrollment in the program.
8. U.S. citizen, national or lawful permanent resident.

9. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
10. Ability to commit to the full term of service for which they are applying.
11. Submit to a criminal history background check and National Sex Offender Registry search.
12. Regular and reliable attendance.

Preferred Qualifications:

1. Knowledge of housing laws and local housing resources.
2. Previous experience working with people with HIV.
3. Successful experience working with ethnic, racial, economic and sexually diverse populations and persons who have experienced homelessness, persons with a mental illness and/or substance addiction.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,800. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable).

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to ahurley@cascadeaids.org.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Amanda Hurley, Manager of Housing Services, 503-223-5907 or ahurley@cascadeaids.org.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

Erika Johnson
LINKS
2500 NE 65th Ave
Vancouver, WA 98661

p 360) 750-7500 x 114
f 360) 360-694-2491
links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.