



Position Title & Location: Family Services Assistant

Vision House is a 501 (c) (3) non-profit Christian housing support services program for homeless families with children.

Reports To: Entry Team Lead

Salary Rate: \$15-\$17 per hour, DOE, Non-Exempt, Part-Time 20 hours

RESPONSIBILITIES

- Drive residents to appointments as requested by Youth and Family Advocates or Case Managers.
- Take residents or meet them at Resident Store and help them with securing necessary items.
- Be an additional member of teams within Family Services as needed.
- Conduct over the phone resource meetings with low risk clients.
- Assist entry workers with Check Ins (1 week a month).
- Provide referrals for waitlisted applicants as needed.
- Assist in conducting effective and thorough transitional housing meetings.
- Work with program team to discuss new applicants care.
- Partner with maintenance on getting units changed over in furniture, bedding and bathroom items to be ready for a move in.
- Prepare and set-up new case files and make sure files contain all current forms.
- Conduct unit orientation with residents and provide their entry access codes and mail key.
- Transfer new resident successfully to case manager.

QUALIFICATIONS

- High school diploma or equivalent
- Valid Washington State Driver's License, good driving record and reliable transportation.
- Ability to work collaboratively with staff in a participatory environment.
- CPR and First Aid Certification within 60 days of hire date.
- AIDS/HIV Certification within 60 days of hire date.
- Must be able and willing to drive families with children to appointments.
- Must be willing to work a flexible schedule depending on program needs.
- Ability to pass background check.
- Ability to sign our Statement of Faith.
- Working knowledge of Christ-centered servant leadership.
- Ability to work well as part of a team as well as independently.
- Perform other duties as assigned.

Send your resume to noreeng@vision-house.org or call 425-228-6356