



**Job Opening**  
**Rapid Rehousing Coordinator**

The Rapid Rehousing Coordinator provides intake, referrals and ongoing case management to eligible homeless individuals and heads of household for Walla Walla County using a rapid rehousing model. This work is client-focused and will require collaboration and strong relationships with clients and other service providers for housing and other stabilizing services in the area. The position helps clients find appropriate housing and become self-sufficient renters.

Blue Mountain Action Council is committed to creating an equitable organization that is inclusive and representative of the communities we serve. We recognize that our diversity is our strength, and it is critical to advancing our mission and enhancing the well-being of participants, staff, volunteers, and the community.

As an affirmative action/equal opportunity employer, it is our policy to provide equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, marital or veteran status, genetic information, gender, age, non-disqualifying physical or mental disability, sexual orientation or any other legally protected status.

HOW TO APPLY: Send completed BMAC application, resume and cover letter to:  
[HR@bmacww.org](mailto:HR@bmacww.org)

The job application is available in our office or online at  
<https://bmacww.org/aboutus/employment>.

This position is open until filled. First review of applications will be held on May 7th, 2021. Questions: Lisa Mathias, Human Resources Director 509-529-4983

BLUE MOUNTAIN ACTION COUNCIL  
Walla Walla, WA 99362

JOB DESCRIPTION

POSITION TITLE:	<b>Rapid Rehousing Coordinator</b>	REPORTS TO:	Community Services Director
EMPLOYMENT STATUS:	Nonexempt	SUPERVISES:	None

HOURS OF WORK: Up to 40 per week, based on contract funding

SALARY: \$23.18 per hour

GENERAL DESCRIPTION/BASIC FUNCTION: This position provides intake, referrals and ongoing case management to eligible homeless individuals and heads of household for Walla Walla County using a rapid rehousing model. This work is client focused and will require collaboration and strong relationships with clients and other service providers for housing and other stabilizing services in the area. The position requires assisting clients to find appropriate housing and to become self-sufficient renters. Must comply with all program and Blue Mountain Action Council policies and procedures.

WORK CONDITIONS AND SITE: Work to take place in an office setting, families' residences, and community agencies. May require climbing stairs. Will require local travel. The worker is not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS: *Includes the following. Other duties may be assigned.*

1. Determine client eligibility and complete a thorough assessment of clients to include skills and needs and motivations focused on client choice.
2. Provide accurate and prompt data input into the Homeless Management Information System (HMIS) and the internal database CAP60.
3. Maintain complete case notes and files. Ensuring that careful, accurate and timely documentation is completed regarding progress and changes in client created goals as outlined in their Housing Stability Plan.
4. Developing and monitoring a Housing Stability Plan that addresses all household members including budget planning, including assistance in job search, job training and/or career planning and maintenance.
5. Conduct in person visits in BMAC offices and in client homes.
6. Assure program guidelines, that change with some frequency, are applied and assist with maintenance of program policies and procedures.
7. Arrange for timely payment of rent or other program allowable costs.
8. Creating and maintaining relationships with Walla Walla county landlords.
9. Coordinating referrals to and utilization of all appropriate community resources.
10. Acting as advocate with other social, health, employment and education services in the community.

## BASIC PERFORMANCE EXPECTATIONS OF ALL STAFF:

1. Comply with all program and Blue Mountain Action Council policies and procedures, and with the confidentiality agreement(s).
2. Possess/be willing to develop strong communication and interpersonal skills.
  - a. Ability to work independently as well as with a team to achieve objectives and assignments.
  - b. Ability to use good interpersonal relationship skills.
  - c. Ability to follow written and verbal instructions.
3. Model respectful workplace expectations:
  - a. Work respectfully with diverse populations and lifestyles, treating all with respect, honesty, consideration, and cooperation.
  - b. Embody teamwork and cooperation within and across departments and with the public.
  - c. Keep your department manager apprised of important matters ongoing within the department.
  - d. Serve as a positive example to other personnel with regard to workplace actions, decisions, work skills, attitude, and adherence to workplace policy and procedures.
  - e. Be honest, fair, and dependable.
4. Meeting and training expectations:
  - a. Attend all scheduled staff meetings.
  - b. Attend training sessions as required by the funding source or the agency.
  - c. Attend any other meetings or trainings as required. Demonstrate regular and timely attendance.

## SKILLS AND ABILITIES REQUIRED:

1. Excellent verbal and written communication skills.
2. Excellent computer skills, which include word processing, data entry and email.
3. Excellent interpersonal skills and the ability to interact positively with clients from diverse backgrounds.
4. Demonstrated ability to function as a team member and collaborate with other staff.
5. Ability to maintain accurate, thorough and timely case management records.
6. Ability to adhere to high degree of confidentiality, tactfulness and respect for clients.
7. Ability to work in a fast-paced office environment with frequent interruptions and occasional crisis situations.
8. Comfort and ability to deal with client home visits.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

A mix of sedentary and light physical work.

1. Must be able to lift 20 pounds occasionally and up to 10 pounds frequently.
2. Must be able to hear, speak, write, and read.
3. Must be able to sit or stand at desk.
4. May need to climb stairs at locations without elevators or ramps.
5. Some stooping, kneeling, balancing, pushing, pulling and/or lifting, such as to move office supplies and equipment, filing, etc.
6. Repetitive motion (keyboarding); substantial motion of the wrists, hands and/or fingers.

7. Close visual acuity to perform activities such as preparing/ analyzing data and figures, and viewing a computer terminal.

**QUALIFICATIONS:**

1. AA degree or related two-year certification and two years' related work experience. Relevant experience and/or education may be substituted for either education or work history.
2. Desired qualifications: Case management experience in social service setting, and a working knowledge of issues and resources related to housing services for low-income families and individuals. Experience working with homeless families and young adults, including BIPOC and LGBT populations
3. Current valid driver's license and vehicle insurance.

NOTE: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of BMAC are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Created/revise: 3/30/21