

# Bilingual Case Coordinators-Housing Services (Renewal)

Bilingual (English/Spanish) Required

**Three Positions Available**



**Monday through Friday 8:30 am to 5:00 pm\***

\*Work times may vary based on participant needs. This position has a primary worksite but may be asked to work at other locations on occasion.

Emerge! Center Against Domestic Abuse provides domestic abuse intervention and prevention services, and is the largest domestic abuse service provider in Southern Arizona.

**We're committed to making our community a safer place for everyone. Join us!**

In this position you will:

- Support participants from a trauma informed care approach
- Provide advocacy and support to transitional and permanent housing participants
- Develop a network of resources throughout the community to enhance the ability to be a liaison for participants and provide individual and group advocacy services

## **ESSENTIAL DUTIES**

- Responsible for implementing all programmatic and agency protocols as directed
- Provide support for all Housing Programs, Transitional Housing Programs and Permanent Housing Program
- Interview and screen families for eligibility
- Process and maintain program documentation and records per agency policies and procedures
- Provide case management services in the areas of housing, employment opportunities, budgeting, parenting skills, community integration, childcare, etc
- Provide referral and resource advocacy for participants
- Ensure management of budget and documentation required in all housing related activities
- Conduct support groups with clients
- Comply with HUD, DES and other housing requirements
- Provide community domestic violence education and information to potential landlords
- Represent the agency at tabling events, workshops, demonstrations, public awareness fairs and meetings
- Network with community agencies, assessing available services appropriate to participant needs
- Maintain confidentiality of shelter sites and participants

## **QUALIFICATIONS**

- Associate degree, Bachelor Degree preferred
- Four years related experience in the social service field and/or in the area of domestic violence
  - Or an equivalent combination of education and/or experience
- Bilingual (English/Spanish) **required**

## **REQUIRED COMPETENCIES**

- Effective listening
- Excellent written and oral communication
- Knowledge of the dynamics of domestic violence
- Knowledge of the impact of trauma
- Knowledge of group facilitation and dynamics
- Ability to assess potential crisis situations and take appropriate action
- Ability to work well independently and be self-motivated
- Proficient computer skills including e-mail, calendars, document processing, spreadsheets and databases

**OTHER REQUIREMENTS**

- Appropriate fingerprint clearance through the Arizona Department of Public Safety
- CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance  
(No action is needed to acquire fingerprint clearance or CPR/1<sup>st</sup> Aid prior to possible employment and Emerge will cover expenses upon employment.)

**PHYSICAL DEMANDS**

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Provide CPR/First Aid
- Must be able to lift up to thirty pounds

Emerge is an equal opportunity employer