



## **Housing Coordinator**

Refugee Services

Full-Time (40 hours/week); Non-exempt

Limited Term through 06/30/2024

Reports to: Chief Program Officer

### **AGENCY OVERVIEW:**

Through the principles of Catholic Social Teaching, Catholic Charities of Oregon achieves lasting solutions to poverty and injustice by partnering with clients to meet their economic and educational goals, and to support their physical and social well-being. Catholic Charities is the official domestic relief agency of the Archdiocese of Portland in Oregon.

### **PROGRAM OVERVIEW:**

Catholic Charities of Oregon's (CCO) Refugee Services programs have been assisting refugees since the early 1940s, helping more than 10,000 people make Oregon their new home. CCO is an affiliate of the national voluntary agency United States Conference of Catholic Bishops (USCCB) and is one of six agencies in the state of Oregon who provide resettlement services. Through its programming, CCO assists individuals and families who must leave their homelands due to the fear of persecution based on reasons of race, religion, nationality, membership in a particular social group, and/or political opinion. The services offered through these programs address a wide array of needs, ranging from initial resettlement to long-term intensive case management, in order to promote successful integration into United States society while maintaining the respect and dignity of each individual and their unique culture and traditions.

### **POSITION SUMMARY:**

The role of the Housing Coordinator is to find housing opportunities for newly arriving refugees in the Portland metropolitan area. This position will work with community partners, landlords, property management companies, and other housing resources and stakeholders to find housing, create lasting partnerships, and engage the community in meeting the housing needs of the families we serve. The Housing Coordinator will be the main point of contact for housing related issues, housing partners, and staff housing questions.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Secure permanent housing for newly arriving refugees within 30 days of arrival.
- Secure temporary or host housing if permanent housing is not available immediately upon arrival.
- Develop and strengthen relationships with landlords, property owners, and property management companies, providing them information and guidance on partnering with refugee resettlement agencies and renting to newly arrived refugees.
- Build and strengthen community partnerships to expand the network of housing partners, including individual homeowners who have space available such as: ADUs, below-market rate opportunities, basement apartments, and other appropriate living spaces.
- Inspect housing opportunities to make sure they meet safety standards as well other protocols that ensure they are appropriate living spaces.
- Train, support and maintain consistent communication with volunteers who are assisting with housing.
- Research rent and housing assistance grants and create a reference database to include

recommended programs for specific families, housing criteria, etc.

- Research and develop strategies to improve housing stability for clients.
- Serve as the main point of contact on housing related issues for resettlement agencies and all housing community partners. Collaborate with the Refugee Services team and other agency departments to provide holistic, wrap-around, services to all clients.
- Be available and willing to help in emergency situations, including outside regular working hours, nights, and weekends.
- Work within a strength based, culturally specific, and trauma-informed approach.
- Meets standards for documentation and data entry in Catholic Charities' Electronic record.
- Participate in training and meetings as requested by Supervisor.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties and responsibilities as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree in human services, or equivalent lived / worked experience required.
- 6 months prior experience of working with landlords and/housing placement strongly preferred. Experience with refugees and immigrant communities is preferred.
- Ability to communicate concisely and effectively, both verbally and in writing English. Demonstrated fluency in a second language is preferred (especially with languages common in refugee populations such as Arabic, Amharic, Burmese, Farsi, Rohingya, Sango, Somali, Spanish, Swahili, Tigrinya, Ukraine and Zomi).
- Previous experience in social services, housing services, community organizing preferred.
- Multi-cultural/multi-lingual experience preferred; work specifically with refugee populations and interpreters strongly preferred.
- Demonstrated competency working with people from diverse cultures. Ability to assess and treat clients in a culturally competent manner.
- Ability to effectively work with standard office programs including Word, Excel, Outlook, Microsoft Teams and PowerPoint.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Willingness to learn new skills and take on new responsibilities.
- Excellent written and oral communication skills.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast-paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Ability to lift up-to 50 pounds.
- Must have driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100). Ability to operate agency vehicles, including passenger vans and/or small moving van. Travel between sites in Portland and Salem required.
- Satisfactory results from criminal, civil and/or motor vehicle background check required.

#### **VACCINATION POLICY:**

Catholic Charities of Oregon requires all employees to confirm they are fully vaccinated, or in the process of receiving the COVID-19 vaccination. Employees can submit the Oregon Health Authority (OHA) request for

exception form for medical or religious accommodation. COVID-19 testing in lieu of being vaccinated or having an approved medical or religious exception is not an option.

**COMPENSATION:**

Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 13 paid holidays, retirement plan, free parking and more.

**TO APPLY:** Submit your application, resume and cover letter at  
<https://catholiccharitiesoregon.applicantpro.com/jobs/>

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