



## HOUSING ELIGIBILITY ADVOCATE – HOUSING STABILIZATION SERVICES

Location: Josephine County, Oregon

Salary: \$15.15 - \$22.75 Hourly

Position Open Until Filled

### Full Time Position / Position works 40 hours per week.

UCAN offers a wide array of services to help residents of Josephine and Douglas County obtain housing and remain stably housed. The services provided include help with selection of housing, move-in arrangements, rental assistance, move-in cost assistance, deposit assistance and education on how to be a good tenant.

**TRAINED HOUSING ELIGIBILITY ADVOCATES** develop and provide housing support services for clients with mental illness and makes appropriate community referrals to address individual needs of program participants.

UCAN works closely with local landlords and affordable housing providers. We offer a rent guarantee program to landlords, increasing their willingness to lease to residents who may have barriers to renting, such as poor credit scores.

### ESSENTIAL JOB DUTIES

Under the direction of the Housing Eligibility Supervisor, the Housing Eligibility Advocate will:

- Interview applicants to determine eligibility for services following program guidelines.
- Gather and verify information to determine eligibility for services.
- Assist applicants in completion of applications
- Assist program participants with meetings with landlords and understanding lease agreements.
- Evaluate participant's progress from transitional housing and services to self-sufficiency and stabilization.
- Work with and maintain confidential information to provide program intake, data collection, entry and verification to determine service eligibility.
- Demonstrate ability in working with diverse populations while promoting cultural responsiveness and equity.
- Provide training on tenant rights and responsibilities, property care, maintenance, and to coordinate other educational services that support household members and allow access to additional supports available in the community.
- Assist in assessment of family need in identifying short-term and long-term goals.
- ✓ **Regular and consistent attendance is required.**

### POSITION REQUIREMENTS

#### Minimum Qualifications:

- Associates degree in social services, education or related field **OR** four years work-related experience in human service delivery coordination **OR** satisfactory equivalent combination of experience and training upon screening.
- At time of appointment, must possess valid Oregon driver's license. Out of state license holders are required to obtain Oregon driver's license within 30 days of hire. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- This position requires skill in record keeping, data entry and use of complex office equipment. This position requires bending, carrying, keyboarding, occasionally lifting up to 25 pounds, pushing, pulling, reaching, sitting, standing, walking and hearing voice conversation. Requires continuous mental and visual attention.
- Candidate will be required to establish and maintain records and have strong written and verbal communication skills. This position requires running reports and statistical data in an independent work environment.
- ✓ **Background Investigation:** The finalist for this position is required to pass a criminal history background as part of a contingent offer of employment. Conviction of a crime may not necessarily disqualify an individual from employment.

**SUBMIT COMPLETED APPLICATION TO:** [ucan.employment@ucanap.org](mailto:ucan.employment@ucanap.org)

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Website: <https://www.ucanap.org/index.php/who-we-are/career-opportunities>

Phone: 541-492-3913 FAX: 541-492-3921

**UCAN is an Equal Opportunity Employer.**

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources:

[ucanhr@ucanap.org](mailto:ucanhr@ucanap.org)