



VETERAN HOUSING ELIGIBILITY ADVOCATE
Location: Douglas and Josephine County, Oregon
Salary: \$15.15 - \$22.75 Hourly
Position Open Until Filled

Veteran Housing Eligibility Advocate – Serving Douglas and Josephine County, Oregon

Full Time - 40 Hours per Week

Department: Housing Stabilization Services

This Position: Are you passionate about serving those in your community who are in need of stable housing? Do you like interacting with clients to address their individual needs? United Community Action Network has an immediate opening for a **Full Time Veteran Housing Eligibility Advocate** position serving **Douglas and Josephine County, Oregon**.

About Us: **United Community Action Network** is a non-profit agency serving Douglas, Josephine, Klamath and Lake Counties with the mission of “Creating solutions to poverty, improving lives in our community” and “Helping people, changing lives.” We are passionate about creating solutions to poverty and improving lives in our communities.



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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.

VETERAN HOUSING ELIGIBILITY ADVOCATES develop and provide housing support services for veterans and their families 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 SSVF Case Management Supervisor, the Veteran 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 the participant to assess their need, develop a plan of both short-term and long-term goals, and work a plan to meet those needs.
- ✓ **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 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 working with veterans in crisis: organization skills, 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.



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SUBMIT COMPLETED APPLICATION TO: ucan.employment@ucancap.org
UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
Website: <https://www.ucancap.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@ucancap.org