



# CASA LATINA JOB ANNOUNCEMENT

**Position:** Homeless Employment Specialist

**Location:** Seattle, WA

**Reports to:** Worker Center Director

**Posting Date:** May 29, 2020

## Announcement

**Life is short. Work somewhere Awesome!**

**Casa Latina** is a social justice organization, supporting Latino immigrant employment rights and working towards more equitable living and working conditions. **We are pleased to announce** this unique opportunity to join our team as a **Homeless Employment Specialist**.

We seek a passionate candidate, motivated by social justice, committed with the community and eager to become our next Homeless Employment Specialist as a key member of our Workers Center team.



**The Homeless Employment Specialist** will work connecting Latino people experiencing homelessness with employment opportunities in the Puget Sound Area.

**Our ideal candidate** has experience working with Latino homeless in our community, is empathetic and diligent to connect and help people re-insert into the workforce. This person has to have and is motivated to be part of an important social movement, empowering the Latino community to participate more fully in the economy and democracy of this country.

***This may be an exciting opportunity if you are...***

- Looking for a meaningful job that will get you to provide employment to Casa Latina participants and members of the Latino immigrant community who are experiencing homelessness;
- Resourceful and approachable to assist clients in resolving and mitigating barriers to employment by identifying the need for other services and benefits and counsels them regarding recommended solutions and suggested supportive services;
- Eager to develop and build lasting relationships with a network of permanent employers;

- Detail oriented and able to work with multiple tasks at the same time, maintaining constituent records through data entry and through creation of systems and reports.

At **Casa Latina**, you will be part of a collaborative work environment and warm community atmosphere. The worker participants and people you serve are on-site, where you can see the impact of your work every day. We own a three-building campus, conveniently located in Seattle's historic Central District with excellent public transportation options and free parking.

### **Desired Qualifications:**

- Passion for Casa Latina's mission and demonstrated commitment to social justice.
- Experience working with members of the Latino community experiencing homelessness.
- Understanding of issues affecting Latino immigrants who are homeless or at-risk and the resources available to them.
- Experience in recruiting and/or permanent employment coordination.
- Very strong interpersonal skills and the ability to build relationships with stakeholders including clients, employers, staff, and members.
- Must communicate respectfully with people regardless of age, race, gender, religion, color, national origin, marital status, the presence of any physical, sensory, or mental disability, sexual orientation, political ideology, gender identity, or any other expression of diversity.
- Flexible and able to work independently and foster teamwork within the department and organization.
- Strong sense of initiative, vision and resourcefulness.
- Strong administrative and organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Must have the ability to work under pressure and meet deadlines.
- Excellent verbal and written communication skills in Spanish and English.
- Experience in database management.
- Basic computer skills in Microsoft Office programs including Outlook, Excel, and Word.

**Compensation:** \$19 to \$21 per hour depending on experience. This position is full time non-exempt. Generous benefits, including paid vacation, medical, dental, an Orca card, and retirement. A percentage of retirement contributions will be matched by the employer after one year of employment.

### **Application process:**

Applicants please send:

- 1) **Cover letter** describing your qualifications and interest in this specific position.
- 2) Your **resume**.
- 3) Please also tell us where you heard about the job.

Send applications to [careers@casa-latina.org](mailto:careers@casa-latina.org) with the subject line "**Homeless Employment Specialist**".

Position open until filled with priority given to applicants who apply by **June 9, 2020**. Early applications are encouraged. This position is part of the staff bargaining unit represented by OPEIU Local 8.

*\*Casa Latina is an affirmative action employer. People of color, women, immigrants, people with disabilities, people of any sexual orientation or gender identity, and people with low-income backgrounds are encouraged to apply.*