



## Service Site Placements 2016-2017

### **NW Immigrant Rights Project Bilingual VAWA Unit Intake Coordinator**

[www.nwirp.org](http://www.nwirp.org)

Many immigrants come to the United States after years of surviving civil war, torture, economic deprivation, abuse or violence. They often must fend for themselves as they navigate the complex U.S. immigration system. In Washington State, low-income immigrants and refugees count on Northwest Immigrant Rights Project. Northwest Immigrant Rights Project is the only organization providing comprehensive immigration legal services to low-income immigrants in Washington State. Our mission is to promote justice for low-income immigrants by pursuing and defending their legal status. We focus on providing direct legal services, supported by our education and public policy work.

The demand for legal services directed to immigrant survivors of domestic violence and trafficking has increased dramatically. The QuEST Fellow is the first point of contact for potential domestic violence clients that don't have advocates from other agencies, taking calls of inquiry, and providing information and referrals to clients, advocates and community members. The QuEST Fellow sets up in-person screenings where they do thorough interviews with potential clients. This allows the VAWA (Violence Against Women Act) unit to determine whether or not the client qualifies for our services. The QuEST Fellow also provides information on various immigration options for the clients, for domestic violence agencies, and other legal services. The QuEST Fellow will learn to work in a team, to develop complex cross-cultural communication skills and will work in an intense environment with high rewards. Skills learned can transfer to future jobs in the areas of domestic violence advocacy, legal advocacy, immigration law and non-profits. **This position requires Spanish fluency**, and the ability to coordinate a multitude of details. Leaving this position you will have experience as a legal assistant and as a domestic violence advocate.

### **NW Immigrant Rights Project Bilingual General Intake Coordinator**

[www.nwirp.org](http://www.nwirp.org)

(See agency description above)

Individuals who access NWIRP's General Intake services have often become recently alerted to an issue with their status; for example, they have been placed in removal/deportation proceedings. To serve those individuals, the General Intake Unit is staffed by one full time staff member and a number of volunteers, not all of whom speak fluent Spanish. The individual in this position will work closely with the Intake and Outreach Coordinator to better serve the majority Spanish-speaking client population by scheduling outreach and speaking events (eventually serving as primary direct outreach), as well as assisting in interviews, case documentation, information tracking, and volunteer training. Intensive basic legal immigration training will be provided. **This position requires the ability to communicate fluently in Spanish** and the ability to coordinate a multitude of details. Candidates must be detail-oriented and highly organized. Experience working cross-culturally strongly preferred. The individual in this position will gain an extensive knowledge of the various forms of relief available in the field of legal immigration.

**Evergreen Treatment Services  
Reach Program  
Groups Program Assistant Coordinator**

<http://www.etsreach.org>

REACH is a clinical program of Evergreen Treatment Services (ETS) with a 20-year history of providing successful, outcome-based, client-centered outreach and case management services to adults experiencing chronic homelessness and addiction in King County. A few years after the REACH Program started, case managers realized that they were spending all of their time engaging with their clients around basic survival needs (food, income, housing, treatment, etc.) and had little time to help clients with their social support needs in the transition from homelessness and addiction to tenancy and recovery. The REACH Groups Program was started with a simple Camera Club Project: We handed out 50 disposable cameras and asked our clients to come in and share with others the photos they had taken. We had such an overwhelmingly positive response that we quickly realized the value of creating opportunities for our clients to engage and interact in a supportive, social framework and started the REACH Groups Program. The Groups Program has tremendous potential to address client needs for engagement and community involvement. The Groups Program Assistant Coordinator will organize and facilitate client activities and groups, develop new group opportunities, and help clients connect with services, advocacy, and volunteer opportunities. This also involves managing and purchasing supplies and planning and hosting large scale events.

This position will provide an invaluable opportunity to develop clinical skills in group facilitation, experience in program development, and exposure to social justice issues facing disabled homeless populations. The REACH Program staff is incredibly diverse, experienced, and passionate about working with our clientele. An individual in this position would have an opportunity to be part of an extremely professional, compassionate multidisciplinary team and learn to work with individuals with addictions, mental health and trauma conditions, chronic and acute medical conditions, and long criminal histories. Our program provides autonomy and flexibility within a supportive environment, allowing for both personal and professional growth. The position will allow for creativity and opportunities to help develop our program in new directions. We work with some of the most stigmatized members of our community, and are frequently called upon to advocate with social service systems to enable access to basic needs. A QuEST Fellow would be part of improving the lives of disenfranchised populations.

**Friends of the Children  
Education Support Assistant**

<http://friendskc.org/>

Friends is a pioneering mentoring program based on the principle that the most vulnerable children can become healthy, productive adults with a consistent, caring adult in their lives. We pair each child, starting in kindergarten or first grade, with a trained, college educated, full-time salaried mentor. Each child receives at least four hours of mentoring per week, all year long. Our primary long-term goal for each child is to earn a high school diploma, and be prepared for post-secondary education. Additional goals include developing positive future goals and avoiding incarceration, developing a healthy lifestyle and avoiding teen parenthood.

The Education Support Assistant will assist in recruiting, training, and managing volunteers and plan community events such as family engagement events, holiday giving or school supply drives. They will connect youth with professionals for career exploration, and will work with the teen lead to create one teen activity a month. The Fellow in this position will gain essential skills for working in many different aspects of an effective community-based organization, including volunteer recruitment, event planning, support and management; staff professional development; accessing educational resources to support youth (e.g. tutoring, internships); knowledge of youth development and educational attainment; and research-based approaches to close the achievement gap.

**St Martin's on Westlake  
Community Support Coordinator**

St. Martin's on Westlake (The Westlake), a program of Catholic Housing Services (CHS), provides low barrier permanent housing and supportive services to older, disabled men who have experienced long histories of homelessness living on the streets and in shelters. Our mission is to seek positive and innovative solutions to homelessness by providing the basic rights of affordable housing, good nutritious food, and advocacy. Our goal is to establish a home for our residents that captures the intrinsic value of each person and helps end the cycle of homelessness.

The Fellow in the position of Community Support Coordinator will work as part of the team that provides services to residents. Supervised by the Resident Services Manager, the Fellow will provide case management services assisting residents in completing applications for community resources, accompanying residents to health care appointments, and helping orient new residents to The Westlake. Community building will be an important focus of the Fellow both in planning social and recreational opportunities for residents and encouraging residents in discovering and pursuing new interests. Additionally the Fellow will engage residents in volunteer opportunities at the building and coordinate volunteer opportunities at The Westlake for area schools and organizations. There is flexibility in the position depending on the interests and skills of the Fellow.

**Washington Housing Alliance Action Fund  
Voter Engagement Organizer**

[www.housingactionfund.org](http://www.housingactionfund.org)

The Washington Housing Alliance Action Fund educates voters, promotes smart public policy, and supports candidates who share the vision that all Washington residents have the opportunity to live in safe, healthy, affordable homes in thriving communities. The Action Fund is the sister organization to the Washington Low Income Housing Alliance, sharing staff and office space but having separate boards and strategies.

A Fellow would gain experience in voter registration, get out the vote (GOTV) and community organizing during this year. They would also learn about program development and start up since this is a new effort for the organization. The staff is talented and dedicated staff, and the environment high energy and fun. This position would be ideal for someone who feels passionately about making the democratic process open and accessible to everyone, specifically people who have historically been disenfranchised.

## **ALTERNATE PLACEMENT:**

### **Sacred Heart Shelter Children's Program Coordinator**

[Sacred Heart website](#)

Sacred Heart Shelter is a 3 month emergency shelter serving for families. The shelter operates from a strengths-based, client centered model where the residents create and work towards their own goals through case management and other supportive services offered.

The QuEST Fellow will work with staff to ensure the smooth operation of day to day functions of the shelter. In addition, the Fellow will recruit volunteers for and coordinate the running of the Children's Program, after- school tutoring program, child-related donations, holiday parties, and birthday parties. The Fellow will also help with some statistical reporting and participate in some community-wide committees. There is a wide variety of flexibility in the specifics of this position, based on the Fellow's experience and interests.

An applicant should choose to work with Sacred Heart if they are looking for experience in the social services arena and are comfortable working with both families and single women. Individuals who enjoy and excel at our shelter are good at multi-tasking, prioritizing, interacting with many different types of people in a cheerful, polite manner, and like children. They should be comfortable making decisions both by themselves and as part of a larger team. Ideally, this person would be interesting in fostering professional relationships with our residents by chatting informally with them, eating an occasion meal with them, and by being open and receptive to the residents at the shelter.

*Please contact Alisa Bieber at [director@quest-seattle.org](mailto:director@quest-seattle.org) for individual full job descriptions.*