Northwest Immigrant Rights Project (NWIRP) provides high-quality legal representation at little or no cost to those in immigration and deportation proceedings, prioritizing the representation of low-income immigrants, people impacted by the criminal legal system, and people who face other forms of oppression. The Bilingual Intake Coordinator of the VAWA (Violence Against Women Act) Unit assists immigrant survivors of domestic violence and violent crimes who need legal assistance with their immigration status.

Duties:
- Conduct intakes for potential clients who lack support from community advocates
- Maintain internal database of such clients
- Provide referrals to such clients to help address housing, employment, medical, family law (such as child custody or divorce), and other issues affecting them
- Provide bilingual support for intakes and interviews conducted by our office attorneys and U.S. Citizenship and Immigration Services (USCIS)
- Maintain ongoing communication with clients
- Maintain and update resource information specific to Spanish-speakers and distribute to staff, clients, and immigrant community

Required Qualifications:
- Commitment to social justice work in the areas of immigrant rights and/or eliminating domestic violence
- Interest in direct client contact
- Fluency in Spanish
- Strong organizational skills
- Strong written and verbal communication skills

Helpful Qualifications:
- Previous experience working with victims of domestic violence
- Previous experience with immigrant and refugee issues
- Public speaking skills
- Research writing skills
- Other foreign language skills

Trainings Intake Coordinator will receive:
- Immigration Law 101
- Domestic Violence 101
- Additional optional immigration, domestic violence, and computer trainings
Northwest Immigrant Rights Project (NWIRP) provides high-quality legal representation at little or no cost to those in immigration and deportation proceedings, prioritizing the representation of low-income immigrants, people impacted by the criminal legal system, and people who face other forms of oppression. The Bilingual General Intake Coordinator assists immigrants who need legal assistance with their immigration matters.

Duties:
- Conduct intakes for potential clients who contact our office requesting information and/or legal representation on their immigration case, referring their case to the appropriate NWIRP unit when relief is possible
- Maintain internal database of such clients
- Provide respective referral to such clients to help address housing, employment, medical, family law, criminal law, elderly law, etc.
- Maintain ongoing communication with clients
- Under the supervision of their direct supervisor, help clients file various applications pertaining to their immigration matters
- With proper training and supervision, explain the immigration process and potential forms of relief to clients. Articulate client rights and help them feel empowered to move forward in their immigration matters.
- Complete records requests on behalf of clients, or provide them with information to obtain records themselves (court dockets, FBI, FOIA requests, etc.)
- Help clients call the U.S. Citizenship and Immigration Services (USCIS) to inquire about the status of their case
- Provide bilingual support for intakes and interviews conducted by our office attorneys (at NWIRP office or the USCIS office)
- Conduct emergency and walk-in intakes as needed
- Complete special projects as requested

Required Qualifications:
- Commitment to social justice
- Interest and ability to interact with clients in person and over the phone
- Fluency in two or more languages
- Strong organizational skills
- Strong written and verbal communication skills

Helpful Qualifications:
- Previous experience working with a diverse immigrant population
- Interpersonal skills
- Research and writing skills

Trainings Bilingual General Intake Coordinator will receive:
- First week: Participate in one-on-one training with direct supervisor and introductory presentations by staff attorneys. Shadow direct supervisor and General Intake volunteers. Independent study of Bilingual General Intake Coordinator Training Manual.
Subsequent weeks: Multi-day Legal Orientation for new year-long fellows and staff. Multi-week domestic violence advocacy training. During the first two months, will work side by side with their direct supervisor.

Throughout the year: the opportunity to attend any immigration legal training provided in-house if relevant to their work.

REACH, Evergreen Treatment Services
Group Program Assistant Coordinator

The REACH Program of Evergreen Treatment Services works with homeless, addicted individuals to help them achieve stability and access important social resources such as housing, health care, entitlements and treatment. The Group Program Assistant Coordinator will provide group development and facilitation to REACH Program clients in conjunction with the Group Program, and enhanced individualized support to clients seeking volunteer, employment, or literacy services.

Job Functions include:

- Assist Group Program Coordinator to develop and implement REACH Client Groups:
  - Help Group Program Coordinator to organize and facilitate client activities and groups, including: group development and planning, purchasing of supplies, scheduling, identification of community resources and events, co-facilitation of groups, planning client/staff holiday parties, and evaluation of group program.
  - Lead some Groups independently after sufficient training
  - Develop new group opportunities based on client interest, possibly including a Camera Club gallery show for clients to exhibit their art work, a Gardening Group at the Belltown Pea Patch, a Video Documentary Group to help clients tell their stories through video.
  - Continue projects established by previous Assistant Coordinators including the client zine “REACH Speech” and the REACH Story Project.
  - Help identify and recruit possible community volunteers for the Group Program

- Work with individual clients to access enhanced community support services:
  - Identify community partners to provide employment, volunteer, literacy, or other stabilizing support services for clients.
  - Assist the Floor Team with regular floor shifts and step in when free to cover floor shifts.
  - Create volunteer opportunities for clients within the REACH Program and help supervise them if they need/want to fulfill community service hours.
  - Assist clients in gaining entry into community service programs, accompanying clients if necessary.

- Attend Case Management staff meetings and other required meetings.

- Develop and maintain client files and group data forms according to contract and state requirements.

- Additional duties as assigned.

Qualifications:

- Education: High school diploma or equivalent required, undergraduate degree preferred.
- Experience: Passion for serving chronically homeless individuals with co-occurring disorders required.
- Knowledge Requirements
Computer literate, with basic knowledge of Microsoft Office Suite, as well as a high level of initiative in keeping current with technological change

Ability to prioritize workload and activities of self and complete tasks in a timely and efficient manner

Ability to set boundaries, resolve conflict and de-escalate issues

Dependable, able to work under pressure; receptive to change, willingness to learn, cooperative approach to problem-solving

Ability to establish and maintain effective working relationships with staff, clients, and outside contacts from a wide variety of ethnic, socioeconomic and cultural backgrounds; good diplomatic skills.

Must be able to pass a Washington State Patrol criminal background check

Driver's license required; comfort with city driving preferred

Flexible team player

- Language Skills
  - Ability to read and interpret general business correspondence, policies and procedures, referral information, financial documentation and applicable government regulations.
  - Ability to write case file notes, uncomplicated reports, instructions and procedures.
  - Ability to present information effectively and respond to questions from patients, staff, referral sources and the general public.
  - Spanish language ability preferred.

- Mathematical Skills and Reasoning Ability
  - Thorough knowledge of and ability to apply business arithmetic skills, accurately and rapidly.
  - Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization may be limited. Ability to interpret a variety of instructions furnished in written, oral, schedule or diagram format.
  - Basic math skills

- Physical Requirements
  - The Assistant Coordinator is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms and talk or hear; frequently required to stand, walk and kneel; occasionally to climb balance, or stoop; rarely to crouch or crawl.
  - The Assistant Coordinator must occasionally lift and/or move up to 30 pounds. The noise level in the work environment is moderate.

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**Transitional Resources**

**TRY House, Transitional Resources**

**Rehabilitation Support Specialist**

**Transitional Resources** is a licensed behavioral health center and residential treatment facility serving approximately 200 people annually that specializes in serving adults living with the most serious and persistent forms of mental illness, such as schizophrenia or bipolar disorder and those with a co-occurring substance use disorder.

The goal of the Rehabilitation Support Specialist is:

- to work cooperatively with a team of mental health professionals to provide treatment services to individuals living with serious and persistent mental illnesses or a co-occurring substance use disorder.
To those ends, the objectives of the position are:

- to assist in providing direct services: supportive counseling, medication monitoring, planning and providing structured daily activities, teaching daily living skills, assisting with food preparation and household duties, and to maintain effective working relationships with other staff members.
- thirty-five hours a week are spent in direct contact with clients. Five hours a week are spent in consultation, team meetings, supervision and maintenance of client records.

Key Areas of Responsibility:

- Assist clients in meeting their basic needs. This includes teaching daily living skills, such as cooking, home maintenance, and personal hygiene; assisting clients with obtaining public assistance and other financial benefits; and leading the clients in all facets of meal preparation, including planning menus, buying and preparing food (40%).
- In conjunction with the clinical team, plan and provide structured groups and activities to ensure a constructive and meaningful day for clients that will aide in their mental health recovery (25%).
- Assist clients with obtaining medical care and accompanying them to medical appointments (either by bus or in an agency vehicle), as well as help monitoring client medication regimes daily (20%).
- Consult with appropriate agency staff regarding potentially dangerous or problematic situations, such as any expressed suicidal ideation and angry acting out. Provide supportive services for individuals in the agency’s crisis beds (5%).
- Document clinical interventions, participate in clinical staff meetings, and debrief with team members (5%).
- Organize special community building recreational activities for clients (agency picnic, Halloween party, Thanksgiving Feast, and other activities of this nature) (5%).
- Optional: May assist with carrying a caseload, including writing treatment plans, progress notes and other clinical documentation.

Minimum Qualifications:
The preferred candidate for this position will possess a Bachelor’s degree in a human service field and knowledge of and/or experience working with individuals with mental illness. The position requires an individual with strengths in maturity, emotional stability, and an ability to maintain confidentiality and objectivity with clients and colleagues.
Responsibilities include:

● Communications
  ○ Grow United Indians’ social media presence, including the management of existing platforms, the development of appropriate usage policies, and exploration into new and innovative platforms
  ○ Craft mass communications from United Indians, including our website, monthly eNewsletters and eBlasts as needed
  ○ Assist with media outreach and publicizing events
  ○ Support program managers with communications to clients and niche constituencies
  ○ Track media coverage

● Development
  ○ Support event planning and execution for events such as our annual fundraiser gala, Powwow, Indigenous Peoples’ Day commemoration, and Art Markets
  ○ Support the strengthening of relationships with existing and potential donors through donor research, tracking, and communications (including use of United Indians’ donor database, Salesforce)
  ○ Assist with fundraising appeals, including message development and design
  ○ Manage online giving opportunities

Skills and Qualifications

● Excellent written and oral communication skills, organizational skills, and attention to detail
● Experience with database management, social media for an organization, graphic design and email communication tools helpful but not required
● Ability to tackle multiple tasks in a timely and effective manner
● Ability to engage respectfully with a diverse population
● Mindfulness related to social justice-oriented work and communicating messaging regarding marginalized communities
● Ability to work both independently and in team settings in an office environment
● Deadline-oriented: capacity to develop and meet deadlines

The Washington Housing Alliance Action Fund educates voters, promotes smart public policy, and supports candidates who share our vision that all Washington residents have the opportunity to live in safe, healthy, affordable homes, in thriving communities. The Community Organizing Fellow supports all levels of our voter engagement program including mobilizing volunteers for Get-Out-The-Vote canvasses (field and phone) in support of housing champions, leading voter registration activities, and advancing our Housing Voter campaign. They will also coordinate closely with the Community Organizer to engage residents of low-income housing in organizing, issue education, state and local public policy advocacy, civic engagement, and leadership development. Most work will occur during weekdays, with some evenings and occasional weekend work required in order to contact voters and low-income housing residents when they are available.

Responsibilities:

● Community organizing, education and mobilization – November-August (60%):
○ Conduct outreach to residents of nonprofit affordable housing and other partners to grow the RAP base through door knocking, phone calls, tabling, or presentations at events;
○ Organize and/or provide logistical support and facilitation for RAP events including community meetings, listening sessions (summer), annual statewide summit (fall), steering committee and leader retreats, direct actions, and advocacy, issue, organizing, and/or anti-racism trainings;
○ Mobilize RAP members to effectively advocate on federal, state, and/or local policy or budget priorities;
○ Manage RAP social media (Facebook and Twitter), write regular blog posts for the website, and draft email communications to the membership as needed; and
○ Help facilitate a strong connection between our advocacy skills training curriculum (EAP) and our organizing program (RAP) and support individuals in building their advocacy and organizing skills as needed.

● Voter engagement – August-November (30%):
  ○ Lead phone banks and door-belling efforts to get out the vote for housing champions in target districts;
  ○ Recruit and turn out volunteers for phone bank and door-belling shifts;
  ○ Conduct voter registration events in low-income housing buildings;
  ○ Prepare and disseminate voter registration information for nonprofit housing staff; and
  ○ Support local housing levy efforts once or twice per year through voter education and get-out-the-vote (can include statewide travel).

● Other (10%):
  ○ Participate in weekly staff meetings, training, and other organizational activities;
  ○ Participate in organizational anti-oppression efforts;
  ○ Manage lawmaker meeting scheduling for Housing and Homelessness Advocacy Day or other support as needed; and
  ○ Other duties as assigned.