



Title: Eligibility Coordinator	FLSA: Exempt
Hours: Full-time; 40 hours a week	Salary Range: \$35,193.87- \$56,346.52 annually
Department: Family Support Services	Reports to: Data Management Supervisor
Benefits: Full benefits package includes Medical with \$1,500 annual H.S.A. contribution, Dental and Vision plan under \$5 a month, PTO accruals, 403b retirement program with matching contribution, EAP, Supplemental Insurance and much more	

Overview:

Do you want to make a positive difference in Snohomish County? Are you looking for a team-centered environment to flourish while growing your skill set? Then this may be the opportunity for you! The Eligibility Specialist is often the first person that families meet at Housing Hope. This position works closely with the Property, Family Support Services and the County to identify and facilitate intake of families into our housing units; and maintains positive, collaborative relationships inside and outside the agency.

COVID-19 procedures and policies in place, equipment provided. Please send resume and cover letter to be considered for the position.

Essential Job Duties:

1. Work with the County Database and staff to identify families that qualify for open housing units.
2. Track housing openings, entries and exits to insure that units are filled in a timely manner.
3. Coordinate with the families and Property to complete intake paperwork.
4. Work with families and their assigned Support Coach to identify resources to fill immediate basic needs.
5. Support the families in engaging and being excited about the opportunities provided by our programs.
6. Perform data entry and complete related reports/documents.
7. Be familiar with and implement needed documents, confidentiality and tracking requirements of grants in conjunction with Data Management Supervisor.
8. Attend required trainings and meetings as required.
9. Create a positive work environment.

Non-Essential Job Duties:

1. Assist with other agency requirements as directed.
2. Back-up the data team as needed.

Requirements:

- At least 8 years of experience in related field or a bachelor's degree and 2 years related experience.
- Ability to excel in a fast-paced, time-sensitive position.
- Able to work collaboratively and productively as part of a flexible team.
- Proficient in MS Office (Word, Outlook, Excel).
- Effective telephone and interpersonal communication skills required.
- Well organized, ability to prioritize.
- Routinely produces thorough and accurate work.
- Able to follow verbal and written instructions.
- Professional presentation and appearance.
- Procedure creation and follow-through skills.

Preferences:

- Bachelor preferred
- Software knowledge preferred

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
- The employee frequently is required to climb, walk, sit, and talk or hear.
- The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.