



Cascadia Behavioral Healthcare ([www.cascadiabhc.org](http://www.cascadiabhc.org)) is a major nonprofit provider of behavioral health services in the state of Oregon. Cascadia is a Recovery-oriented, trauma-informed service provider for persons with mental health and addiction challenges. Cascadia is a consumer-involved, consumer-engaged, and consumer-driven. Cascadia furthermore seeks to increase its trauma-sensitive services. The heart of Cascadia is her people - the people we serve, our coworkers, and our community partners.

### **THE POSITION**

This position is part time, anywhere from 12 to 20/hrs. per week, Monday - Friday. The position will be available as of Jan.1st 2018. The position will be located at Richmond Place, a permanent supportive housing that is located off Division in the Richmond neighborhood. It is a three story building with 21 units consisting of studios, one bedroom and two bedrooms.

The Resident Services Coordinator position plays a critical role in supporting Cascadia Residents for financial security, physical security, social connections, and the delivery of long-term community based supportive services. This is an on-site role responsible for being the steward of the assigned property, while supporting a Trauma Informed Care environment for the tenants. With the high prevalence of trauma among individuals receiving mental health housing services, it is required the Resident Services Coordinator understand the effects of trauma on health, coping, and other aspects of the lives of those we serve. The employee is responsible for providing resident services/ skills building as directed by the Portfolio Manager. This position works with residents, staff, case managers and other community resources to ensure residents are supported as needed and to find solutions to financial and behavioral problems that, if not resolved, would jeopardize the resident's continued housing.

### **REQUIREMENTS**

A high school diploma or equivalent.

#### **Experience:**

High school diploma or equivalent.

Experience:

Prior experience working with individuals with a mental health diagnosis and or having personal lived experience preferred.

#### **Specialized Knowledge, Skills and Abilities:**

- Knowledge of Fair Housing policies and procedures and Landlord/Tenant Laws
- Operate computer hardware and property management software at a level needed to effectively perform job functions
- Enter and retrieve data
- Prepare simple reports

#### **Other:**

Possess a valid driver's license, three year driving history; clean driving record, ability to pass Driver Motor Vehicle (DMV) check and complete the Cascadia online Defensive Driving course

To learn more about our employment opportunities, benefits, and more, please visit our careers page ([www.cascadiabhc.org/careers](http://www.cascadiabhc.org/careers)).

To apply and to view the full details, please visit the career link (<https://recruiting.adp.com/srcar/nghome.guid?c=1136207&d=External&r=5000282949306> ).**Job # (5101)**