



WATCH CDC
Job Opening July 2022
Housing Clinic Director

WATCH CDC is seeking a full time Housing Clinic Director to work in our Waltham office.

About WATCH's Housing Clinic: WATCH's Housing Clinic assists 700- 1,000 low-income Waltham households each year with free 1 to 1 assistance finding and keeping affordable housing and meeting other basic needs. The 15-year-old program has grown during COVID and now has 2 bilingual case managers and a Housing Clinic Director. WATCH is searching for a Director for the Clinic to supervise and manage the Clinic.

Responsibilities of the position include:

- Supervision: Review case notes, give feedback and support to case managers and interns.
- Case Management oversight: Ensure that all clients receive proper assistance, appropriate referrals, and needed actions taken.
- Manage Complex cases: Meet and follow up with clients experiencing more complex and urgent issues.
- Coordinate with other agencies: Make referrals to other agencies and manage referral processes.
- Coordinate referrals to and from Waltham Public Schools: Support clients with emergency housing needs.
- Support Court Ally program: Help clients respond to court documents, assist with trainings for Volunteers.
- Administrative: Attend and participate in staff meetings twice a month, write newsletter articles, and board reports.
- Oversee updating of Resource Guide: Review and edit written and online materials for the clinic, including resource fact sheets.
- Ensure Data Collection on Outcomes: Coordinate with Data Manager to implement outreach to clients to determine outcomes.

Qualified applicants will have:

- Spanish speaking proficiency
- Case management experience of at least 5 years or supervision experience in a clinical setting of at least 2 years
- Ability to work at our office in Waltham when we return to in-person Housing Clinic
- Experience working with families with multiple areas of need /in financial crisis
- A degree as a Licensed Clinical Social Worker or similar degree

Other skills that would be beneficial for this position:

- Familiarity with Salesforce or case management tracking software
- Experience with eviction court process/ advocacy experience within a courtroom or legal setting
- Mediation/conflict resolution skills

Salary/Benefits:

- This is a full-time position with benefits:
- Paid vacation starting at three weeks a year, plus additional paid time off last week of the year.
- Individual health & dental insurance paid at 80% or reimbursed.
- Paid sick time.
- Employer contribution to 403b of at least 3% of salary per year.
- 12 paid holidays and flexible scheduling.

The starting salary for this position is \$62,000 /year.

The Housing Clinic is currently operating remotely and will transition to in-person/hybrid in 2022 in Waltham.

Non-Discrimination Policy: It is the policy and commitment of WATCH CDC that it does not discriminate on the basis of race, age, color, gender, national origin, disability, sexual orientation, gender identification or religion.

To apply: Please send resume and thoughtful cover letter to Daria Gere at daria@watchcdc.org with "Job Application- Housing Clinic Director" in subject line. Applications will be reviewed on a rolling basis until position is filled.