



WATCH CDC Job Posting 05/23/25 Housing Clinic Manager

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

About WATCH's Housing Clinic: WATCH's Housing Clinic assists 600 low-income Waltham households each year with free 1 to 1 assistance finding and keeping affordable housing and meeting other basic needs.

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.
- 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.
- Administrative: Attend and participate in staff meetings twice a month, write newsletter articles, and board reports.
- 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
- 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 paid time off between Christmas and New 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.
- 13 paid holidays and flexible scheduling.

The starting salary for this position is \$63,000/year.

The Housing Clinic Director is in person at our Waltham office at least 3 days a week with the option of working from home 2 days/week.

About WATCH: WATCH is a nonprofit organization whose mission is to work towards a more just community in the Waltham area by promoting affordable housing, providing adult education and leadership development, and empowering underrepresented residents through civic engagement. More information at watchcdc.org

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 a resume and thoughtful cover letter to Brianna Polanco at brianna@watchcdc.org with "Job Application-Housing Clinic Manager" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.