



WATCH CDC Job Posting 02/2/26 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 with resources for housing and meeting other basic needs.

Responsibilities of the position include:

- **Supervision** - Support 2 case managers and 3-5 interns- assigning cases, reviewing case notes, giving feedback on action plans and closing cases when completed.
- **Case Management** - Directly support or supervise support of cases with urgent need such as homelessness, unsafe living conditions; coordinating with other housing stabilizing agencies and referral to WATCH's tenant assistance program.
- **Partnerships** - Maintain and grow relationships with key partners for housing and basic needs, communicating updates on referred cases and collaborating to support clients.
- **Housing Clinic Drop In** - Provide support and supervision for weekly Housing Clinic Drop In Tuesdays 5-6:30pm.
- **Data Management** - Review data reports to ensure data has been collected properly and update data collection systems or train staff as needed.
- **Clinical Review**- Ensure that all clients receive proper assistance, appropriate referrals, and needed actions taken.
- **Resource Oversight** - Review and update resource guide for case managers and interns as new resources are identified.
- **Administrative** - Attend and participate in staff meetings twice a month, write newsletter articles, and board reports.

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 \$65,000/year. The Housing Clinic Manager 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.