

We offer competitive salary, great benefits, and work that matters to our community.

The Organization

Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency based in Lower Queen Anne, Seattle. We are committed to advancing housing equity throughout the city, and creating a supportive, inclusive workplace for the 650+ employees who propel SHA's mission forward every day. Through our work, we expand housing opportunities for all, cultivate strong communities, and improve quality of life for our citizens and neighbors. We are best known for centering care and respect in our relationships with clients and leading with a deep commitment to race and social justice equity.

SHA's passionate and talented workforce have elevated the organization into a nationally recognized leader in housing and development. We believe in a workplace where "everyone" means "everyone," and creating an environment where employees can do their best work is the right thing to do. SHA fosters an inclusive culture where employees are celebrated for being exactly who they are and valued for their unique perspectives shaped by their lived experiences. SHA employees enjoy competitive pay and holistic benefits, flexible and alternative work arrangements, robust learning and development opportunities, career development, employee assistance program, and several affinity groups to help staff feel connected to themselves and their peers.

Every now and then self-assurance holds us back from chasing opportunities. Studies have shown that women and people of color are less likely to apply for their dream job if they don't meet every qualification. At Seattle Housing Authority, we are dedicated to building a diverse, inclusive, and authentic workplace that celebrates your identity and the background you bring with you. We don't believe there's only one 'perfect' candidate and encourage you to apply even if you don't meet every qualification. You may just be the candidate we're looking for!

The position:

We are seeking to fill a **JobLink Career Coach Supervisor Position**. The **JobLink Career Coach Supervisor** will be paid, \$35.32 - \$52.97 per hour **D.O.E, Knowledge, Abilities &** will under the general supervision of the JobLink Deputy Administrator in Housing Operations, assist in facilitating strategies to successfully support and implement the agency's economic opportunities efforts: this includes assisting with planning, organizing, and administering the program, and providing daily oversight and leadership of staff to ensure program goals are accomplished.

The ideal candidate has:

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- Four years' experience working in economic opportunities programs which includes program and contract management, and budget development. Prior supervisory experience is preferred. Any combination of education, experience and training that demonstrates an individual's ability to successfully perform the essential functions may be considered.
- Bachelor's degree from an accredited university in Public Administration, Business, Social Work, or another relevant field,
 - an additional four-year human services or community development experience may be substituted in lieu of the degree.
- Valid Washington driver's license with fully insurable driving record.

What will you be doing?

- Assist with the planning, organization and administration of the economic opportunities program goals and objectives.
- Review and evaluation procedures and processes to identify and recommend effective strategies and best practices to support the program and staff.
- Partner with the senior management to support the recruitment and retention of program staff including hiring, training, and coaching and development of staff. Identify strategies to create a cohesive and engaged workforce that is connected and committed to the agency and program goals.
- Provide daily leadership and supervision of assigned staff to communicate program expectations, strategies, and goals. Assign and monitor and support the work to ensure staff successfully meet individual, department, and team goals. Proactively engage and support staff that require additional training, coaching and feedback to help meet their goals.
- Establish and review monthly metrics to identify any strategies to ensure the program is on track to meet targets and outcomes.
- May audit files to ensure compliance with program requirements.
- Formally evaluate the performance of staff as required by collective bargaining agreements and SHA policy.
- Provide continuing training of assigned staff to ensure awareness of local resources available to economic opportunities program participants and how participants may successfully access those resources.
- Represent JobLink at coalition meetings, forums, community meetings, and other meetings, as needed.
- Participate in the development and implementation of goals, work plans, performance measures, and continuous improvement of service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork, and respect. Work respectfully and courteously with other employees, follow direction, and work well under pressure.
- Ensure that all safety and health rules, standards and procedures are observed; conduct monthly self-inspections of community areas, work areas and practices to eliminate potential hazardous conditions; arrange for, conduct and ensure that accident investigations of all accidents are formally reported on or within the next work day of when the accident occurred; monitor and enforce the agency's Safety and Health Program, and actively support and participate in the Emergency Preparedness program and tasks.
- Perform other related duties as required.

For additional information on the job, please see the [full posting](#).

For information on our hiring practices, see our [diversity policy](#) and [equity policy](#).

To apply please click [here](#)