

Position Overview

OPEN CALL FOR GRADUATE STUDENTS IN ANY HEALTH ORIENTED DEGREE PROGRAM RELATED TO HOMELESSNESS

The College of Built Environments, is recruiting a **UW Graduate Student Staff Assistant** from any relevant graduate program to work under the direction of Principal Investigator, Dr. Seema Clifasefi (Associate Professor and Co-Director of the Harm Reduction Research and Treatment Center), and a collaborative team made up of community and academic partners, on the **Doorway Project**.

Since 2017, the Doorway project has been a University of Washington and YouthCare led initiative focusing on addressing youth and young adult homelessness in the University District through continuous community-engaged collaboration with other university district service providers, community members, and stake holders. Funding is provided through a State Proviso awarded to the University of Washington.

The aim of the project is to center the voices of youth and young adults with lived experience of homelessness in order to co-develop and evaluate a comprehensive and effective service model that promotes healing, well-being, and improved quality of life for affected individuals and the broader community.

The primary purpose of this appointment is to provide staff support to help design, implement, oversee programming components, and evaluate coordinated interagency services for young adults experiencing homelessness in the University District.

Position Description

Under the direction of the Principal Investigator, and community partners, the Doorway Graduate Student Staff Assistant will provide project based support dependent on the expressed community needs. Specifically, this individual will assist the project team on building and maintaining collaborative relationships with community partners, including facilitating regular meetings between partnering agencies in service of the project and documenting meetings; helping to manage public relations and social media, maintenance of the project website, serving as a public interface for the project, preparing reports for university and government officials, and assisting the PI and study team with communicating and disseminating information about the project.

Minimum Requirements:

- Must be a graduate student in a relevant academic area that interfaces with homelessness

- Competitive candidates will:
 - Possess cultural humility
 - Hold social justice ethos and values, and an understanding of systemic racism and interlocking systems of oppression
 - Be able to work independently
 - Possess excellent verbal and written communication skills
 - demonstrate strong organizational, problem solving, and time management skills
 - Be attentive to details
 - Be highly motivated
 - Have the ability to multi-task,
 - Be able to take direction from more than one person, and communicate effectively with a diverse group of people.

Desired Requirements:

- Historical knowledge of project and/or university district
- Lived experience with homelessness and/or housing instability
- Self-motivated, self-directed, and proactive
- Thrives in loose structure, creative environments, and possesses strong time management skills
- Experience working in settings serving individuals experiencing homelessness (particularly youth and young adults)
- Training in participant-driven, motivational interviewing and/or harm reduction
- High proficiency in Microsoft Word and Excel, Website Development, Social Media interfaces
- Evidence of strong interpersonal skills and competence communicating and working with community and academic partners, as well as diverse groups within the general public
- Background in Public Health, Global Health, Psychology, Social Work, Nursing, Anthropology, and/or related field

Specific Duties and Tasks

- Doorway Project representation at community partner meetings, including facilitation and coordination of university district service providers association meetings
- Building and maintaining partnerships in the u-district community
- Serve as public interface of project between UW and community partners
- Participate in team meetings and calls, as necessary
- Meeting documentation (e.g., minutes)
- Maintaining Doorway Project website and social medial accounts
- Correspond with interested people via website and Facebook outreach channels
- Assist with supervision of Undergraduate Community Based Interns (UCBI) in collaboration with UW Carlson Leadership and Public Service Center
- Assist with supervision of honors and graduate students working on special projects
- Write quarterly project update blog posts

- Assist with general documentation of the project (e.g., mid/end of year reports, public interfacing infographics, flyers, etc.)
- Assist PI and study team with project tasks, as needed

The University of Washington is an equal opportunity employer. People with lived experience of homelessness, people of color, women, and members of the LGBTQIA+ communities are strongly encouraged to apply.

To apply submit: 1) a cover letter/statement of interest; 2) a diversity, equity and inclusion statement; 3) CV/Resume; and 4) a copy of your current transcripts, to Seema Clifasefi, seemac@uw.edu; please use “Doorway Graduate Student Staff Assistant Position” in the subject line of your email.

DEADLINE: Applications for this position will be reviewed on a rolling basis. We will review applications until the position is filled.