
Profile

Candace

First Name

Jenkins

Last Name

Email AddressHome AddressSuite or Apt

Lacey

City

WA

State

98503

Postal Code

Primary PhoneAlternate PhoneHomeless Family Services
Program Manager

Occupation

Which Boards would you like to apply for?

Home Fund Advisory Board: Submitted

Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) *☒ South Westside Olympia**If you choose "other" please write in your neighborhood here:**

Interests & Experiences[Home_Fund_Resume.pdf](#)

Upload a Resume

Candace Y Jenkins

Objective

Seeking position on the

Education

MASTER OF SOCIAL WORK | PRESENT | WALDEN UNIVERSITY

- Major: Social work

BACHELOR OF ARTS | DECEMBER 2020 | SAINT MARTIN'S UNIVERSITY

- Major: Psychology
- Related coursework: Abnormal Psychology, Child Development, Social Psychology, Group Process, Personality Theories

DIPLOMA | JUNE 2007 | HENRY FOSS HIGH SCHOOL

Skills & Abilities

- Experience working with diverse populations.
- Knowledge of Thurston County Homeless System
- Knowledge of fair housing, tenants' rights, and other housing services delivery models
- Strong verbal and written communication skills
- Able to maintain high levels of confidentiality, credibility, and professionalism
- Adapts to changing business needs, conditions, and work responsibilities
- Experience managing federal, private, and local grant awards
- Knowledge of local systems and community resources for military veterans, tribal and families
- Experience providing crisis intervention, safety planning, and legal advocacy

Experience

PROGRAM MANAGER | FAMILY SUPPORT CENTER | APRIL 2020-PRESENT

- Supervise case management staff and AmeriCorps Youth in Service.
- Manage housing program funds, maintain direct communication with the Executive and Deputy Director about funding availability, client master list, and staff schedules.
- Manage agencies internal client database system
- Prepare and submit monthly quarterly, and annual reports to housing program funders
- Support in hire and training all new hires and direct service staff

HOUSING CASE MANAGER | FAMILY SUPPORT CENTER | NOV 2019- MARCH 2020

- Provide housing case management to homeless families and singles
- Work directly with clients to identify housing and basic needs resources

- Complete Housing Quality Standards Inspections on prospective housing options
- Provide safety planning and legal advocacy for survivors
- Develop, implement, and support clients housing stability plans
- Link clients with community supports and treatment services
- Care coordination with other service providers
- Connecting clients with employment and training opportunities, job development, job coaching, work readiness, and job placement

COORDINATED ENTRY SPECIALIST | FAMILY SUPPORT CENTER | JULY 2019-OCT 2019

- Perform comprehensive intake of clients and address needs for housing and services
- Build strong community relationships through outreach to community partners
- Operate and maintain databases to track client information
- Conduct weekly case conferencing

SHELTER VOLUNTEER | FAMILY SUPPORT CENTER | JAN 2019-JULY 2019

- Provide coverage support to Pear Blossom Place, assist families with needed supplies, following shelter rules and answering calls on shelter line

YOUTH SERVICES COORDINATOR | PACIFIC MOUNTAIN WDC | OCT 2018-AUG 2019

- Supporting justice involved youth teaching workplace readiness skills, including resume and cover letter writing, interviewing skills and job searching techniques

CUSTOMER SERVICE SPECIALIST | DEPARTMENT OF LICENSING | JUNE 2017- JULY 2018

- Answered inbound calls handling customer inquiries regarding vehicle and drivers licensing transactions

CUSTOMER SERVICE REPRESENTATIVE | WASTE CONNECTIONS | JUNE 2014-MARCH 2017

- Worked in conjunction with other departments to resolve customer disputes, established residential and commercial refuse services by phone, email or in-person

RESIDENTIAL COUNSELOR | COMPREHENSIVE LIFE RESOURCES | FEB 2013-MARCH 2015

- Implemented individualized treatment plans to assist consumers to develop skills needed to successfully live and work more independently, monitored consumer daily interactions