

Housing Navigator

Duties and Responsibilities:

- In consultation with assigned HCV Specialist and partner(s) determine customers housing barriers, housing preferences, needs and goals.
- Meet agency goals with respect to locating and permanently housing customers.
- Network and collaborate with area housing resources and regularly attend meetings.
- Establish and maintain relationships with existing property managers/owners and establishes relationships with new potential owners willing to rent to HCV participants.
- Establish, update, maintain and provide a list of available housing opportunities for customers.
- Prepare material for making presentations to realtors, property managers, and owners or groups thereof.
- Assist customers in their search for housing.
- If needed, assist participants with rental application process.
- Navigate rental eligibility by providing information on behalf of customer directly to perspective owner/manager
- Provide perspective management with details of HAKC's
- Maintain communication and regularly update HCV Liaison and CoC Liaison of progress
- Other duties and projects as assigned.

Qualifications and Requirements for this Position:

- 3 years of non-profit or related experience strongly preferred.
- Bachelor's Degree in Business Administration, Human Services or comparable combination of education/work related experience preferred.
- Some experience in a social service setting with working knowledge of case management systems and planning techniques required.
- Knowledge of housing resources, subsidy programs, and the Continuum of Care for homeless persons.
Familiarity with current housing market information, housing trends and resources
- Experience working with homeless individuals and families is strongly preferred.
- Must be efficient in the following computer applications--Microsoft Word, Excel and Outlook.