

Housing Navigator

The Housing Authority of Kansas City, Missouri is seeking qualified candidates for the position of Housing Navigator. Our Housing Navigator helps with determining housing barriers and resolution for program participants under the Housing Choice Voucher Programs; helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household's disability-related needs, providing transportation and directions, assisting with the completion of rental applications and PHA forms, and helping to expedite the Emergency Housing Voucher (EHV) leasing process for the family.

Duties and Responsibilities Include:

- 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.
- Navigate rental eligibility by providing information on behalf of customer directly to
- If needed, assist participants with rental application process. 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.

Interested applicant should submit resume or application to:

Administrative Services
Housing Authority of Kansas City, MO
Attn: Taai Gumbel
3822 Summit
Kansas City, MO 64111
E-mail: tgumbel@hakc.org or FAX: 816-968-4225

POSITION IS OPEN UNTIL FILLED
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