



Housing Navigator

Department: Community Programs

Reports to: Community Programs Supervisor

Employment Status Classification: Full Time, Salary

Job Description Summary:

Provides housing navigation for program participants who are homeless or at imminent risk of homelessness as well as landlord outreach, recruitment, and engagement. The Housing Navigator provides support to the Community Programs team by utilizing housing first practices. Reduces housing barriers for individuals and families who are ready for permanent housing. Is part of the support team for the participant before and after move-in. Builds partnerships with landlords to increase the supply of affordable housing. This is a grant funded position.

Essential Functions:

- Facilitate the housing planning process, including oversight of barriers and putting eligible program participants on a path to maintaining long term housing
- Coordinate with community partners to set up any necessary supports, such as utilities and furniture.
- Facilitate monthly rent meeting for all program participants being supported financially
- Leads team discussions on program participant housing status updates and helps to develop possible solutions to ensure best support for the program participant's success
- Develop and maintain materials for landlord engagement such as talking points for staff
- Expand the network of landlords with whom CHN partners with
- Maintain current list of landlords willing to work with CHN
- Assist with mediation when concerns arise between landlord and tenant and/or landlord and CHN to maintain a positive and successful relationship
- Perform daily searches for available units; maintain an inventory of units that meet program criteria
- Complete rent reasonableness comparisons using MSHDA's Go Section 8 software
- Represent CHN at landlord meetings and networking events; help with coordination of such events, when appropriate
- Participate in landlord/housing-related committees both internally and externally
- Assist with collection of lease related paperwork



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Qualifications/Requirements:

- Bachelor's degree in social work or human services related field; or five years of human service related experience and/or training, or equivalent combination of education and services.
- Two years in related experience with case management services, housing, homeless and mentally ill populations
- Sensitivity to the needs & issues of homeless persons, persons living with trauma, persons with disabilities
- Highly motivated self-starter and ability to coordinate multiple tasks simultaneously in a high-pressure environment and tolerance of stressful situations and the ability to deal with stress constructively
- Exceptionally strong written and verbal communication skills, coupled with presentation skills
- Solid interpersonal skills along with the ability and willingness to respect and value the differences and perceptions of different groups/individuals and ability to work with diverse communities and exercise mature judgment
- Reliable transportation, possession of a valid driver's license, and maintenance of automobile insurance coverage that meets organization coverage limit requirements. (Bodily Injury \$100,000 each person and \$300,000 each occurrence and Property Damage of \$100,000 each occurrence).
 - *CHN reserves the right to require a motor vehicle record check with respect to any employee where driving is an essential function of the position.*

Physical Demands:

While performing the functions of this job, the position is both sedentary and at times requires the ability to be active including standing, walking in the outside elements, in and out of vehicle, bending, lifting and/or arranging files and office products and supplies and may require employee to periodically stand on a short step stool to access files.

To apply for this position OPEN HERE:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&ccId=19000101_000001&jobId=400375&source=CC2&lang=en_US