

LA FAMILY HOUSING

Job Title: Field Based Housing Navigator III: Team Lead

Job Type: Full-time

Location: Field- SPA 2

Duties & Responsibilities

The Field Based Housing Navigator III is responsible for providing assistance and support to homeless individuals and veterans in the following areas: housing focused case management, housing readiness, accessing housing assistance programs (e.g. Rapid Rehousing) and permanent housing placement. Duties include securing income documentation, creating a budget/savings plan, coordinating service referrals and crisis intervention. Coordination with Coordinated Entry System Navigation and Housing Stabilization team is required. Needed skillset includes maintenance of thorough and accurate records in both written form and through the Homeless Management Information System (HMIS). This position is field based. The goal will be to identify homeless persons seeking services, administer assessment tool, and develop a Housing Stability Plan (HSP) to streamline program enrolled participants to permanent housing and needed services.

SPECIFIC DUTIES

- Assist Housing Manager in submitting reports, documentation and connecting with outside agencies for housing programs such as SSVF, Rapid Rehousing, or Homeless Section 8.
- Provide training and coordination support to staff members in Housing Services Department.
- Conduct CES survey and housing assessment to determine appropriate permanent housing intervention and service needs. Navigate persons to permanent housing placement or programs that will assist with safe and stable housing.
- Develop and implement an individual housing plan for each participant.
- Connect program participants to community resources that will support the goal of permanent housing acquisition (i.e. benefits advocacy, food pantries, employment services).
- Facilitate access to services required to foster housing readiness (credit repair, legal aid, housekeeping, money management, tenant rights and responsibilities, etc.).
- Ensure participants have the necessary items to secure housing (e.g. valid identification, income verification, bank statements). Assist in the development and encourage adherence to a personal budget.
- Assist participants with completing housing applications and securing housing of their choice. Transport participants to housing and job searches and occasional visits to relevant social service agencies.
- Provide participant with listings from housing location team, housing authority, internet (e.g. Craigslist), and internal database of landlords/management firms/owners.
- Provide advocacy to help address issues and barriers between landlord and participant that may prevent move in. Assist with referrals to Fair Housing as needed.
- Provide information and instruction to participants regarding how to complete a housing application, housing search, tenant rights and responsibilities, including observation of rental agreement rules, and being a good neighbor.
- Follow-up with each participant at least weekly to ensure they are making progress

Education, Experience and Skills:

EDUCATION:

- Master's Degree in Social Work or related field

EXPERIENCE:

- Social Work Experience

KNOWLEDGE AND SKILLS

- Passion for ending homelessness
- Maintaining a non-judgmental attitude and a display of unconditional positive regard when working with persons experiencing homelessness.
 - Ability to have a "whatever it takes" attitude when working with challenging individuals. In addition to working in a typical office environment, Navigator will be required to work in areas inhabited by homeless persons, to include working in dirty environments and dealing with challenging individuals.
- Strong leadership and coordination abilities
- Demonstrated knowledge of housing search skills including housing location, filling out housing applications, and the lease-up process
- Ability to work independently in a field based position and flexible hours
- Knowledge familiarity with Harm Reduction and housing First models of service delivery.
- Tenant/landlord law and tenant/landlord/relations
- Ability to network and build relationships; locate and develop housing contacts
- Excellent written and verbal communication skills
- Ability to work in a team and independently
- Bilingual: Spanish/English preferred, but not required
- Must have valid CA driver's license

LAFH Benefits:

Health, Dental, Vision, Life, Voluntary Life, 403B Retirement Plan, 529 Education Savings Plan, Long Term Disability, Employee Assistance Program, AFLAC Policies, AFLAC FSAs, Legal Policy, Employee Appreciation Program, Company Sponsored Employee Outings, 9/80 Alternative Work Schedule, Paid Sick, Vacation and 11 Observed Holidays.

Equal Employment Opportunity Statement:

EEO: LAFH is committed to providing equal employment opportunities for applicants and employees.
FAIR CHANCE INITIATIVE: LAFH is in compliance with the Fair Chance Initiative for Hiring and will consider qualified applicants with criminal histories.

To Apply:

Email your resume and cover letter to HR@lafh.org