

**INTERNAL JOB POSTING**

|  |  |
| --- | --- |
| **Date Posted: 11/06/2020** | **Date Expires: 11/13/2020** |
| **Position title: Housing Navigator** | **Reports to: Co-Directors Case Management** |
| **Department: Case Management** | **Status: Full time** |
| **Position type: Sr. Staff** | **Relevant work experience:**  |

**Position summary:** Provides support to Housing Case Manager to support the trainees who are formerly gang-involved and or recently incarcerated individuals funded through BSCC. Reduce stress levels and anxiety due to where trainees will sleep, which makes it hard to even set goals for the next day. Other stress factors can be related to safety, living in their own neighborhood or an un neutral neighborhood.

**Essential Duties:**

* Provide one-on-one mentorship to all trainees that directly supports the reentry process by serving as positive and responsive role model
* Coordinate the day to day housing challenges of Trainees with the Housing Case Manager
* Support clients individualize housing activities/plans created by the Housing Case Manager, Trainee’s Case Managers and client
* Be knowledgeable of our housing services partnerships such as homeless shelters/transitional housing, transitional living homes, sober living facilities, residential treatment, Section 8, and permanent housing
* Help track all rental assistance support in the areas of short-term emergency housing, permanent supportive housing, rent assistance, stipends to families, move in costs, credit repair, and coverage of back rent
* Provide feedback to case managers on client’s housing progress, based on client’s needs, challenges/struggles and success
* Provide safety plan for emergency housing
* Attend weekly Navigator meetings
* Maintain cell phone and answer emergency calls outside of normal work hours and on weekends.
* Occasionally attend Homeboy events either in the evenings or weekends.
* Maintain close communication with supervisor and case manager
* Other duties or tasks as assigned

**Qualifications and Experience:**

* Completed an 18 Month Program at Homeboy Industries
* Some knowledge of housing programs
* Continues to grow as an individual and employee through trainings, recovery and therapy as an if applicable.
* Capacity to manage and lead people; team builder; ability to connect with staff both on an individual and group level.
* Capacity to hold team members and trainees accountable, develop and empower team from the bottom up, and learn the strengths and weaknesses of team so as to put people in a position to succeed.
* Mission-driven person with strong work ethic; challenge seeker and problem solver; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance and take unpopular stands when necessary.
* Ability to maintain strong professional and personal boundaries, while still providing mentorship to individuals, as needed.
* Experience working with diverse adult population with varying learning styles.
* Ability to build rapport, and to develop and maintain a safe, interactive learning environment.
* Ability to work in shared office with fast-paced environment and frequent interruptions.
* Detail oriented with excellent communication, organizational, and writing skills.
* Proficient in Outlook, Word, Excel, PowerPoint and FileMaker Pro.

**If you are interested in applying for this position, please complete the internal application form and submit to Human Resources along with a copy of your resume.**