Job Title: Housing Navigator, FRSP
Department: Family Re-Housing and Stabilization Program (FRSP)
Reports to: Program Manager, FRSP

Summary of Position:

The Housing Navigator, will provide housing location supportive services to homeless families transitioning out of emergency shelter into apartments of their own or into new apartments when they need to move due to housing conditions, safety, or affordability. The Housing Navigator will also spend time cultivating relationships with landlords and management companies to identify decent, affordable housing for families with limited income, and will facilitate life skill training targeting housing goals for the staff and families

Principle Duties:

- Supports Everyone Home DC's vision, mission, and values
- Conducts housing needs assessments
- Maintains client data in the Homeless Management Information System (HMIS), Step Tool and, CATCH system
- Assists in processing lease agreements with landlords, families, and contractors
- Negotiates monthly rental amounts, and eligibility for under resourced families
- Participates in on-going training and professional development opportunities

Secondary Duties:

- Work on special projects as needed

Position Specifications:

Essential Use of Following Tools:

- Strong proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), and the equivalent of Google Doc and Google Sheets
- Office Equipment: Phone System, Copier/Fax/Scanner
- English and Spanish speaking preferred
- Driver's License and Motor vehicle

Essential Training/Certifications:

- Bachelor's degree in social work or related field or 2-5 years of relevant experience working with homeless or low-income individuals or families

Skills/Knowledge:

- Fluency in English is required. Fluency in both English and Spanish is preferred
- Strong organizational skills and attention to detail Ability to communicate clearly and concisely, both verbally and in writing
- Ability to main confidentiality of highly sensitive information
- Ability to learn computer software programs, and enter and maintain accurate data in appropriate platforms
- Demonstrated ability to build strong relationships with a diverse range of clients, colleagues, and community members
- Problem-solving skills
- Time management skills
- Ability to work as part of a team and to work independently on multiple tasks, completing them successfully with minimal supervision
- Ability to follow through on projects and meet deadlines