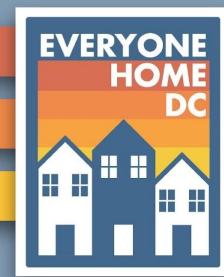


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SEEING PEOPLE THRIVE

IS OUR FINISH LINE



JOB DESCRIPTION

Housing Navigator, Family Rapid Re-Housing

Job Title: Housing Navigator
Department: Family Rapid Re-Housing
Reports To: Program Manager
Salary: \$50,000 - \$55,000
Status: Non-exempt

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all-inclusive and the actual position may vary as circumstances indicate or as determined by the organization. Working hours are primarily a day shift position but may require varied hours to include overtime, as business needs dictate.

SUMMARY OF POSITION:

Everyone Home DC's Family Rapid Re-Housing Program couples case management services with short-term rental assistance to help families exit homelessness into stable housing. The Housing Navigator will provide direct services to clients of Everyone Home DC's Family Rapid Re-Housing program. The Housing Navigator will work as a part of the Family Rapid Re-housing team and will be responsible for assisting families with identifying apartment units, apartment relocations, managing landlord relationships and addressing housing condition concerns. This position must be filled by a dedicated individual who is social justice oriented, a team player, and committed to working alongside families as they transition out of homelessness.

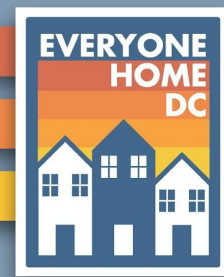
Principal Duties:

- Work closely with the case management team to assist with family relocations and housing unit searches.
- Work with families to select a unit that is consistent with the family's needs and preferences taking into consideration safety, availability of transportation, access to health care, treatment, school, daycare and support systems, and employment opportunities.
- Actively recruit and maintain strong relationships with landlords with properties in DC.
- Work closely with families and case managers to gather documents needed for housing placement.
- Assist with the completion of the housing and subsidy application process.
- Work with landlords and case managers to address housing condition concerns especially when serious maintenance/security concerns are flagged by the case manager.
- Attend home visits as needed.
- Input and maintain client data into Homeless Management Information System (HMIS) and other relevant databases.
- Participate in ongoing training and professional development opportunities.

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Secondary Duties:

- Provide administrative and program support in the following areas: intake, client wellness, community building, documentation, and special projects.
- Attend program and staff meetings.
- Participate in and attend on-going training and professional development opportunities.
- Other relevant duties as assigned.
- Work on special projects and committees as needed.

POSITION SPECIFICATIONS:

Essential Training/Certifications:

- Minimum of a Bachelor's Degree in a relevant humanities, social science, business administration, social work, psychology, sociology, counseling, or related service/science disciplines
 - Candidates with a Bachelor's in Social Work or Master's in Social Work degree are required to be licensed and in good standing with the Board of Social Work.
- Degree requirements may be substituted for three (3) years of work experience in a social service and/or human service field, business administration, or experience involving engagement with landlords or property managers, in real estate, or conducting appropriate connections of individuals, especially those experiencing homelessness, to housing services.
- One year of experience involving engagement with landlords or property managers, in real estate, or conducting appropriate connections of individuals, especially those experiencing homelessness, to housing services.
- Individuals with lived experience are encouraged to apply.

Essential Use of the Following Tools:

- Ability to learn computer software programs to enter and maintain accurate data/information in appropriate platforms, including the Homeless Management Information System (HMIS).
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite/Drive
- Proficiency with standard office equipment: phone system, copier/printer, fax, scanner
- A valid driver's license and an insured motor vehicle are required for this position.

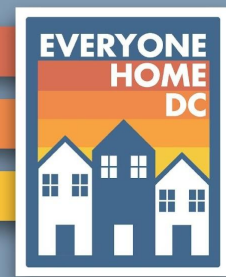
Skills and Knowledge:

- Familiarity and knowledge of DC's social service providers and public benefits programs preferred.
- Excellent written and verbal communication skills.
- Exceptional ability to multi-task and excellent organizational skills. This includes attention to detail, problem-solving, time management, and the ability to follow through on projects and meet deadlines.
- Excellent case management skills with a proven track record of success.
- Ability to maintain confidentiality of highly sensitive information, and demonstrated professionalism, reliability, and responsibility.
- Bilingual English/Spanish speakers or Spanish language written/verbal communication skills at a professional working proficiency are preferred, but not required.

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Essential Competencies and Behaviors:

- Ability to work in a team-oriented environment as well as independently with minimal supervision.
- Capacity to build relationships with clients, colleagues, and community members.
- Demonstrated respect for diversity based on race, class, ethnicity, religion, gender, sexual orientation, and gender presentation, and ability to work with a highly diverse group of clients and colleagues.
- Commitment to building your racial equity competencies and centering your role in an analysis and understanding of how race and power shape systems in our society and culture; Commitment to continuous learning, reflecting, and growing.
- Ability to operate with a commitment to excellence, integrity, diplomacy, and camaraderie.
- Commitment to workers' rights, economic justice, and race equity and in particular to the issues of the program's identified community.

Benefits Everyone Home DC's standard benefits for full-time staff include: excellent employer-paid single coverage health insurance; dental and vision insurance; 401k retirement plan; employer-paid single coverage life insurance; short term disability; worker's compensation; family medical leave; bereavement leave; jury duty leave; Metro SmartBenefits; annual funds for professional development training; 13 paid holidays; and generous paid time off including the week between December 25th and January 2nd.

Location

This is a flexible hybrid position based at Everyone Home DC's offices located at 415 2nd Street NE. In-person home visits, community visits and time in the office are required.

Everyone Home DC values diversity in our workplace and encourages Black, Indigenous, People of Color, members of the LGBTQIA2S+ community and people with disabilities to apply.