



POSITION TYPE: Housing Navigator – Full Time Non-Exempt

COMPENSATION: \$37,000 - \$45,000

REPORTS TO: Coordinated Assessment System Manager

DESCRIPTION: The Housing Navigator works closely with prospective property owners and managers to promote permanent housing opportunities for homeless individuals and families. Conducts outreach and provides educational information regarding subsidies, security deposit assistance, support from a single point of contact, cost savings via low tenant turnover, and a 90% or above housing retention rate.

DUTIES and RESPONSIBILITIES:

- In consultation with the assigned Case Manager and the homeless client, determine housing barriers, preferences, needs and goals.
- Implement a Housing Navigator Network through collaboration with area Housing Navigators
- Maintains a relationship with exiting property managers/owners and establishes new relationships with those willing to house homeless clients.
- Establishes, updates, maintains and communicates a list of available housing opportunities weekly.
- Consistently meets all agency assigned outcome goals with respect to number of rental property contacts and number of people served, and exited to permanent housing.
- Prepares materials for making presentations to realtors, property managers and property owners or groups thereof.
- Assess for compliance with industry regulations and inspection readiness.
- Familiarity with current housing market information, housing trends and available resources.
- Knowledge of effective business/professional contact techniques.
- Other duties and projects as assigned.

QUALIFICATIONS and REQUIREMENTS for this Position:

- 3 years of non-profit or related experience strongly preferred.
- Bachelor's Degree in Business Administration, Human Services or comparable combination of education/work related experience required;
- Experience in a social services setting with working knowledge of case management systems and planning techniques;

- Knowledge of housing resources, subsidy programs, and the Continuum of Care for homeless persons;
- Experience working with homeless individuals and families is strongly preferred;
- Must be proficient in the following computer applications--Microsoft Word, Excel and Outlook;
- Must have own transportation to conduct job related travel and must be able to drive agency vehicles.
- Must meet insurance carrier's requirements for approval to drive.

Please email resume and cover letter to Melanie.Bostic@mdhadallas.org.