

SPECIAL SERVICE FOR GROUPS, INC.
JOB ANNOUNCEMENT

Title: Housing Navigator
FLSA: Full-time, Non-Exempt
Pay Range: \$25-\$30/hour

Division: APAIT
Supervisor: Interim Clinical Director-Forensic Treatment
Date: 4/23/2024

Summary

Under the supervision of the Interim Clinical Director—Forensic Treatment, the Housing Navigator will provide housing support services to the clients living in the forensic homes in South L.A. and Highland Park. Housing support services will include assisting with applications for housing-related services, providing referrals and resources, coordinating referrals, maintaining case notes, and conducting follow-up; performing related administrative tasks; and managing local affordable housing resources information. This is a full-time position requiring flexible hours including evenings and some weekends. This position will primarily operate in the Forensic Treatment Houses that are Interim Housing Sites.

Essential Functions

1. Assist clients with applications for housing-related services and permanent housing placement.
2. Assist clients with getting matched for housing.
3. Gather all needed documents/documentation.
4. Provide information and referrals regarding services available.
5. Determine eligibility, calculate income allowances, assets, and rent and perform data entry and/or continued eligibility assessment.
6. Develop relationships with other community providers to facilitate an effective referral system.
7. Remain familiar with current U.S. Department of Housing and Urban Development federal regulations as related to Section 8 housing.
8. Work with client case managers and other care providers to ensure appropriate care coordination.
9. Facilitate and mediate communication between client and landlord.
10. Coordinate permanent supportive housing.
11. Research credible & potential permanent, supportive housing such as Board & Cares, scattered sites, etc.
12. Meet with potential housing sites.
13. Other projects as assigned to meet program and agency mission, goals, and objectives.
14. Attend regular staff meetings and provide updates on programmatic activities.
15. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.
16. Regular attendance is required.
17. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.
18. Other activities as required to conduct program and agency objectives as needed.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. BA/BS in social work, human services, or equivalent; or three years of work experience in direct service in housing as a Case Manager with homeless clients or clients with other chronic illnesses.
2. Knowledge and demonstrated experience in working with people living with HIV/AIDS, as well as impoverished and underserved communities and groups.
3. Experience working with diverse ethnic and marginalized communities is a must, including, but not limited to the following populations: people of color; gay, lesbian, bisexual, transgender, gender non-conforming, and questioning individuals; clients with limited English proficiency; undocumented immigrants; substance users; and homeless persons, of varying ages.
4. Strong interpersonal skills and ability to relate to a variety of cultures, languages, and educational backgrounds.
5. **Preference for someone Bilingual in Spanish (read, speak, write).**
6. Demonstrated experience and knowledge of Microsoft Office programs (Word, Excel, Outlook, and PowerPoint).
7. Have a valid CA Driver's license, car insurance and reliable transportation for assignments are necessary.

8. Verification of employment eligibility.
9. Passing of background check.
10. Updated tuberculosis test (annual requirement) – read, reviewed, and dated by a clinician.
11. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.

Supervisory Responsibilities

1. This position does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.

Physical Requirements

1. In the course of performing this job, this position typically spends time sitting, standing, walking, carrying (max. 20 lbs), lifting (max. 20 lbs), listening, and speaking.

Mental Requirements

1. This position requires someone that can accommodate any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; availability for on call/duty after regular working hours; and exposure to inappropriate behavior and language of others.

Application Process:

Please submit cover letter and resume by e-mail to: Jeremy, jeremyv@apaitonline.org NO PHONE CALLS PLEASE.

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SSG will consider for employment qualified applicants with criminal histories in a manner consistent with the
requirements set by law.*