

**TITLE:** Housing Navigator-Contract

**PAY TYPE:** Hourly

**FLSA:** Non-Exempt/Contract

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

**REPORTS TO:** Coordinated Assessment System Director

**POSITION OVERVIEW:**

The Housing Navigator works closely with prospective property owners and managers to promote permanent housing opportunities for homeless individuals and families within the Continuum of Care.

This position is temporary and will end September 30, 2020. Employee will be providing direct services to the homeless population of Dallas and Collin Counties.

**KNOWLEDGE AND SKILLS:**

* Excellent standards of customer service and professional communication.
* Excellent proficiency in Microsoft Office, especially Excel.
* Bachelor’s degree or three years or more with experience in client intake and documentation, human services, or information and technology environments.
* Passion for ending homelessness.
* Maintaining a non-judgmental attitude and a display of unconditional positive regard when working with unsheltered individuals.
* Ability to have a “whatever it takes” attitude when working with challenging individuals.
* Ability to work as a member of a team.
* Strong people skills and ability to work effectively with people of varying racial, ethnic, cultural, educational, and socio-economic backgrounds.
* Familiar with Housing First models of service delivery.

**DUTIES and RESPONSIBILITIES:**

* Develops interpersonal relationships with apartment personnel and private landlords to secure housing units for homeless clients.
* Maintains a stock of available housing units within the Continuum of Care
* Assist in locating or identifying alternatives to divert from emergency shelter stays when appropriate.
* Accompanies clients to all housing appointments and serves as clients’ primary advocate.
* Completes in-depth assessments, as needed, with clients to ensure proper supportive services are provided.
* Ensures all data is entered accurately into HMIS.
* Attends all Housing Navigator and HMIS trainings to fully utilize the Coordinated

Access System accurately.

* Provides regular feed-back to management level staff of collaborating agencies regarding the Coordinated Access System.
* Participates in case conferences as needed.

**QUALIFICATIONS:**

* Excellent standards of customer service and professional communication
* Excellent proficiency in Microsoft Office, especially Excel
* Excellent computer skills and ability to be a super user of the HMIS system
* Bachelor’s degree or three years or more with experience in client intake and documentation, human services, or information and technology environments.

**REQUIREMENTS:**

* Must have a car, valid state issued driver’s license and car insurance.

Please submit resume to Shavon.Moore@mdhadallas.org.