



Job description – Housing Navigator

Share is one of the largest nonprofits serving people experiencing homelessness and hunger in Clark County. We operate many programs and staff have room for advancement or diversity in responsibilities. Share has a generous and robust benefit package including 4 weeks of PTO, paid sick leave, a wellness program, a matched Simple IRA and health and dental insurance. We encourage a culture of supportive compassion for our participants, co-workers, and volunteers.

Position Description:

The Housing Navigator will have strong engagement and motivating skills. The housing navigator links families with housing and manages financial assistance funds (application fees, security deposits, first and last month's rent).

Major Duties and Responsibilities

- Landlord/property management outreach and relationship building.
- Develop rapport and communication with both property managers and participants experiencing homelessness.
- Regular coordination with Program Director and Engagement Specialists, including attending collaborative working group meetings.
- Conduct comprehensive housing assessments, housing planning and client-driven housing searches based on the individual clients' needs.
- Accompany clients in housing search and outreach to available housing options.
- Act as client advocate in securing appropriate housing.
- Develop Housing Stability Plans and budgets
- Collect all necessary documentation needed to support assistance.
- Identify housing options for program participants
- Extensive record keeping, data entry and documentation of services in HMIS. (Homeless Management Information System)
- Maintain comprehensive files and statistics required by funding sources.
- Keep current with landlord laws, ordinances and regulations that impact housing.
- Attend trainings, workshops, seminars, community events and conferences related to this position.
- Responsible for maintaining confidential, professional boundaries with all clients.
- Other duties as assigned

Work Environment and Physical Demands:

The nature of the work involves working with homeless, low-income households, individuals, or families. The majority of the day is spent in the field networking with landlords and taking clients to appointments. A small portion of the day will be in an office setting. Working with clients in a community or home setting is required.

Qualifications:

- bachelor's degree in social work or related field or at least 2-year experience working with people experiencing homelessness or at risk populations and/or experience working with people struggling with mental health or substance use concerns.
- Crisis intervention, harm reduction, and client centered care experience required.
- Creativity in problem solving, and the ability to follow through on housing leads
- Desire to be an advocate to help people who have struggled with homelessness find and secure housing
- Knowledge of Clark County resources and agencies available to the homeless population preferred.
- Knowledge and practice of motivational interviewing and trauma-informed services highly valued.
- Strong communication skills, speaking, listening and writing clearly and thoroughly.
- Proficient in Microsoft Office
- HMIS and knowledge of Word and Excel is preferred.
- Detail oriented with strong organizational and time management skills.
- Demonstrated ability to work independently and as part of a team.
- Strong ability to represent the interest of the agency, build successful collaborative relationships with landlords, community partners and Share staff.
- Ideal candidate is flexible, friendly, and independent and a willingness to adapt schedule based on needs of clients.
- Valid driver's license and automobile insurance and reliable transportation

Job Type: Full-time