



HOUSING NAVIGATOR

Reports to: Program Manager	Pay: \$40,000 - \$45,000 (100% FTE) \$19.23 - \$21.63 per hour	Employees to be supervised: 0
		Status: Salary –Non-Exempt
Location: Canoga Park, CA		Work Hours: Monday – Friday 40 hours/ week, some evenings and weekends required

At NEW, we believe that Poverty is a monster destroying hope and prosperity in the lives of low income communities and their families. Using NEW’s transformative approach we connect people, communities, and families to their own sense of power and economic mobility. We implement a holistic approach in all we do by addressing families' basic needs, such as finding a stable and safe place to live, to supporting ambitious plans such as purchasing a home or starting a business.

At NEW we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”. We expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

Position Summary:

The Housing Navigator is responsible for providing assistance and support to homeless families in the following areas: field based housing focused case management, housing readiness, accessing housing assistance programs (e.g. Rapid Rehousing) and permanent housing placement. Duties include securing income documentation, creating a budget/savings plan, coordinating service referrals and crisis intervention. Coordination with Coordinated Entry System Navigation and Housing Stabilization team is required. Needed skillset includes maintenance of thorough and accurate records in the Homeless Management Information System (HMIS) and Client Housing Access Monitoring Program System (CHAMPS). This position is primarily field based and the housing navigator needs to be able to have good time management skills. The goal would be to assist in creating a Housing Stability Plan (HSP), administer assessment tool, and to streamline program participants to permanent housing and needed services.

Duties and Responsibilities:

- Develop and implement an individual housing plan for each participant to determine appropriate permanent housing intervention and service needs.
- Navigate persons to permanent housing placement or programs that will assist with safe and stable housing.
- Connect program participants to community resources that will support the goal of permanent housing acquisition (i.e. benefits advocacy, food pantries, employment services).
- Facilitate access to services required to foster housing readiness (credit repair, legal aid, housekeeping, money management, tenant rights and responsibilities, etc.).
- Ensure participants have the necessary items to secure housing (e.g. valid identification, income verification, bank statements). Assist in the development and encourage adherence to a personal budget.
- Work with Navigators from other agencies in SPA 2 to provide regional team engagement services.
- Assist participants with completing housing applications and securing housing of their choice. Transport participants to housing appointments, housing authority appointments and occasional visits to relevant social service agencies.
- Prioritize caseload to work with people who are highest in need and provide participant with matching listings through the housing location team. Work is lower acuity participants to ensure they are locating housing and bringing housing leads to the navigator.
- Provide advocacy to help address issues and barriers between landlord and participant that may prevent move in.
- Provide information and instruction to participants regarding how to complete a housing application, housing search, tenant rights and responsibilities, including observation of rental agreement rules, and being a good neighbor.



HOUSING NAVIGATOR

- Follow-up with each participant as needed to ensure they are making progress towards their housing placement goals. Work towards having at least 2 move-ins a month.

Qualifications and Experience:

- **EDUCATION:** BA degree required
- **EXPERIENCE:** 3 year experience in social/human services & working in homeless service is a huge plus
- Passion for ending homelessness
- Maintain a non-judgmental attitude and a display of unconditional positive regard when working with persons experiencing homelessness or at risk of homelessness
- Ability to have a “whatever it takes” attitude when working with challenging individuals or circumstances
- Demonstrated knowledge of homeless prevention efforts and resources
- Knowledge of housing assistance programs including Rapid Rehousing and Section 8
- Familiarity with Harm Reduction and Housing First models of service delivery
- Ability to network and build relationships; locate and develop housing contacts
- Ability to act as a liaison between the household participant and landlord/property owner to resolve housing issues and prevent homelessness
- Experience participating in program evaluations a plus

Additional Requirements:

- Must have a valid California Driver’s License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Fluent in Spanish required

Apply via e-mail or website only

Submit your resume with a cover letter:

Via Website: <https://neweconomicsforwomen.org/our-job-openings/>

Via E-mail to hr@neworg.us

(Please ensure to include the position you are applying for on the subject of your e-mail)

For additional information you may contact Human Resources:
303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311
E-mail hr@neworg.us

Stay Connected:



Learn more about us at: www.neweconomicsforwomen.org

New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.