



Housing Navigator – Westminster Public Schools

Title: Housing Navigator

Direct Supervisor: Family Shelter Coordinator

Program: Emergency Shelter and Outreach Programs

Salary Range: \$21.00-23.00 per hour

Position Type: Full Time, non-exempt

Job Location: Brighton, Almost Home, Inc. main office and Westminster Public Schools

Work Schedule: Monday, Tuesday, Thursday 8:30 AM-4:30 PM, Wednesdays 8:30 AM-6:30 PM and Fridays 8:30 AM-2:30 PM. Flexible schedule.

About the Organization:

At Almost Home, we prevent and confront homelessness in Adams and Weld County through our three Emergency Assistance Programs. Each of our three programs are designed to make homelessness rare, brief or one time. Our targeted services help members of our community develop the skills and obtain the resources to reach long-term self-sufficiency.

Our Emergency Shelter and Outreach programs are designed to be a soft place to land when someone experiences literal homelessness. In our Emergency Shelter, we strive to help each family gain the resources they need to obtain and then maintain market rate housing once they move out of the shelter. Our Outreach Programs are designed to provide supportive services, re-housing assistance and a warm, safe space to sleep during periods of inclement weather. Without these services, individuals and families would be living in places not meant for human habitation and we are doing our part as an agency to save lives.

Almost Home's programs save lives and ensure that our community has a resource to turn to when someone is experiencing one of the most stressful situations in their lives. As an agency, we are committed to our mission to promote self-sufficiency and provide assistance to those experiencing housing instability. Almost Home is committed to bring about real change and ensure that we can help everyone experience the dignity of having a safe and stable home regardless of socioeconomic status, race, or ethnicity.

Summary of Responsibilities:

The Housing Navigator provides essential services to students and their families experiencing homelessness in Westminster Public Schools and leads efforts to coordinate family sheltering in the district. The Housing Navigator will provide case management to McKinney-Vento households with a focus on coordinating sheltering services at partner hotels and providing re-housing assistance.

The Housing Navigator will provide individualized client support by helping each client develop a Housing Stabilization Plan to address any barriers to obtaining and maintaining permanent housing. The Housing Navigator will also perform community outreach to business owners, realtors, landlords, housing developers and other service providers to build strong relationships and identify new and existing opportunities to better assist clients in accessing resources, employment, supportive services, and housing opportunities in the community.



The Housing Navigator will serve as the point of contact and coordination for partners in Westminster Public School District to ensure students and their families who fit the McKinney-Vento definition of homelessness have access to Emergency Shelter options through the Family Shelter and Hotel Overflow Shelter.

The Housing Navigator will also provide outreach and supportive case management to individuals and families experiencing literal homelessness to connect them with Emergency Sheltering and Supportive Housing resources within the agency. The Housing Navigator can provide supportive case management services in coordination with the Severe Weather Activation Program, Respite Housing, Next Step, and Rapid Re-Housing programs to ensure that households experiencing literal homelessness can gain access to survival resources and case management services. Case Management will include but is not limited to: comprehensive, continual assessment of strengths, needs, assist clients in navigating resources in other separate public agencies in order to qualify for support services, and will link the households to the many private sector agencies and community organizations that offer specific support services that address Social Determinants of Health.

Specific Duties Include:

- Responsible for assessing the needs of families experiencing homelessness, developing a stabilization plan, and linking them with internal and external resources in the community. Conduct VI-SPDAT assessment as needed.
- Coordinate referrals to the Family Shelter and Hotel Overflow Programs and other Almost Home programs as appropriate.
- Maintain communication with partner hotels.
- Meet with families residing in partner hotels on a weekly basis to check rooms and provide ongoing housing stability case management, life skills training, and re-housing support.
- Assist clients with procuring necessary documents and services such as identification card, birth certificate, social security income, disability income, etc.
- Provide referrals and follow up to any needed services including health, mental health, benefits, education and/or vocational training.
- Develops and maintains a resource network for referrals as related to the needs of the individuals being served in the program.
- Motivate clients to participate in the program by establishing a therapeutic relationship.
- Provide ongoing short-term (3 months) case management to households following re-housing; Support, establish and maintain relationships with caseload through continuing phone calls, virtual meetings, community-based meetings, and home visits.
- Serve as an advocate or liaison for household with landlord and/or other community organizations; Between external providers and community resources to seamlessly integrate complex services. May include client's family and/or other support systems, Human Services, parole/probation, primary care providers and others as appropriate.
- Network and collaborate with area housing resources, motel/hotel partners and other services to connect families with wraparound supports.
- Client data entry as required to meet contractual obligations. Data entry into the state's HMIS data management system.



- Ensure timely and effective flow of communication between internal departments to ensure the delivery of quality services to the client.
- Hold families accountable to program rules.
- Provide after hours on-call coverage through a rotating assignment.
- Participate in program evaluation efforts regarding Family Shelter programs.
- Other duties as assigned.

Knowledge and Skills

1. Passion for ending homelessness.
2. The ability to maintain a non-judgmental attitude and a display of unconditional positive regard when working with persons experiencing homelessness.
3. Knowledge familiarity with Harm Reduction and Housing First models of service delivery.
4. Ability to network and build relationships; locate and develop sheltering and housing resource contacts.
5. Ability to act as a liaison between the participant and housing/service providers.

Requirements

1. Bachelor's Degree in a Human Services field or comparable combination of education/work related experience required, individuals with lived experience are encouraged to apply.
2. Experience in a social service setting with working knowledge of case management systems and planning techniques.
3. Experience providing housing or shelter services to individuals and/or families experiencing homelessness.
4. Works effectively with people of varying racial, ethnic, cultural, educational and socio-economic backgrounds.
5. Working knowledge of severe mental health, physical health, and substance abuse issues, symptoms and resources.
6. Strong organizational, logistical and time management abilities.
7. Must be proficient in the following computer applications--Microsoft Word, Excel and Outlook.
8. Experience with the Homeless Management Information System (HMIS) preferred.
9. Must have own transportation to conduct job related travel.
10. Bilingual preferred but not required.

BENEFITS

- 14 Paid Holidays
- Flexible Vacation Policy
- Paid personal and sick time
- Simple IRA Retirement Plan with 3% employer match
- Health, Dental, and Vision Insurance
- Employer Paid Life Insurance (Including Accidental Death & Dismemberment)
- Employer Paid Short Term Disability



Equal Employment Opportunity Statement

Almost Home, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Almost Home, Inc. values diversity. All employment is decided on the basis of qualifications, merit and mission need.