



Housing Navigator

Title: Housing Navigator

Direct Supervisor: Housing Services Program Manager

Program: Emergency Shelter and Outreach Programs

Salary Range: \$21.00-\$25.00 per hour

Position Type: Full-Time, Non-Exempt

Job Location: Assigned locations in Broomfield and Adams Counties

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, Broomfield, and Weld County through our 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 skills and obtain the resources to reach long-term self-sufficiency.

As an agency, we are committed to our mission to empower self-sustainability by providing resource navigation, assistance, and guidance to those experiencing housing instability.

JOB SUMMARY

Almost Home, Inc. is seeking a Housing Navigator to work in a collaborative effort with Broomfield County and partner agencies to implement Rapid Re-Housing and Severe Weather Activation Program (SWAP) for individuals and families experiencing homelessness. This position will act as the primary contact for all efforts related to Rapid Re-Housing in Broomfield County. The Housing Navigator will also support SWAP by conducting intake assessments and connecting unsheltered individuals to hotel vouchers. This role provides case management, re-housing support, resources, and referrals. The Navigator works with other organizations to ensure safe, short-term shelter and re-housing opportunities for those experiencing homelessness.

ESSENTIAL JOB DUTIES AND FUNCTIONS

- Responsible for outreach and engagement efforts to literal homeless households sleeping in their car, camps and other places not meant for human habitation in Broomfield County;
- Link clients with internal and external resources in the community, including basic needs, hotel vouchers during inclement weather, housing, and referrals to partner organizations;
- Support SWAP programmatic logistics, communications, and operations;
- Identify, assess, and enroll families into the Rapid Re-Housing Program;
- Provide ongoing case management, re-housing support, and housing stabilization planning for each household in the Rapid Re-Housing program;
- Support, establish and maintain relationships with participants through continuing phone calls, virtual meetings, community-based meetings and at least once monthly home visits;
- Provide referrals and follow up to any needed services including health, mental health, benefits, education and/or vocational training;



- Maintain client related data tracking systems, including case notes and complete HMIS entries as required;
- Engage in Coordinated Entry and local coordination meetings, case conferences, and assessments;
- Work closely and collaborate within a team-based model to ensure integrated delivery of care coordination and case management services;
- Ensure timely and effective flow of communication between internal departments to ensure the delivery of quality services to the client;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.
- Experience in a social service setting with working knowledge of case management systems and planning techniques.
- Experience working with individuals or families experiencing homelessness, housing instability, or other related challenges.
- Commitment to social justice, equity, and empowering individuals and families to achieve housing stability.
- Ability to network and build relationships, locate and develop housing resource contacts.
- Strong interpersonal and communication skills, with the ability to effectively engage and build rapport with diverse populations.
- Ability to work independently and collaboratively in a fast-paced environment.
- Excellent organizational and time management skills, with attention to detail.
- Proficient in the following computer applications--Microsoft Word, Teams, Excel, and Outlook.
- Bilingual preferred but not required.
- Highly desired: training and work experience in Trauma Informed Care, Harm Reduction, Motivational Interviewing, HMIS (Homeless Management Information System).

OTHER REQUIREMENTS

- Must have transportation to conduct job related travel.

WORK ENVIRONMENT

- Provide after hours on-call coverage through a rotating assignment;
- Provide resource navigation during regular shifts at the Housing Navigation Center.



BENEFITS

Almost Home offers a competitive financial package with a flexible vacation policy, including a minimum of 14 paid holidays, as well as paid personal and sick time. Almost Home also offers a Simple IRA Retirement Plan with a 1% employer match.

Employees can choose from different comprehensive health plans, along with dental and vision coverage. The organization covers a portion of plan premiums. Benefits also include employer paid Life Insurance (Including Accidental Death & Dismemberment), as well as employer paid Short-Term Disability.

We are looking for stars who share our commitment to diversity, equity, and inclusion, along with our passion for our program participants. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

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.

How to Apply

Please email a cover letter and resume to Elizabeth Sustaita, Housing Services Programs Manager, at esustaita@almosthomeonline.org. Late and incomplete applications will not be accepted.

Due to a high volume of applicants, we will only be able to contact applicants that are being considered for interviews.