



Housing Navigator

Title: Housing Navigator

Direct Supervisor: Housing Services Program Manager

Program: Emergency Shelter and Outreach Programs

Salary Range: \$21.00-\$23.00 per hour

Position Type: Full-Time, Non-Exempt

Job Location: assigned locations in Adams County

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 Broomfield, Adams and Weld County through our Emergency Assistance Programs. Each of our 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 Adams and Broomfield Counties and partner agencies to implement a Severe Weather Activation Program (SWAP) for individuals and families experiencing homelessness. The goal of this program is to ensure that individuals and families experiencing homelessness have a safe, secure, short-term place to stay during inclement weather.

ESSENTIAL JOB DUTIES

- Conduct coordinated entry assessment on individuals and families to connect with other homelessness resources in the region;
- Responsible for engaging in outreach efforts to literal homeless households in parking locations, camps and other places not meant for human habitation;
- Responsible for assessing the needs of households experiencing homelessness to provide supportive services such as case management, housing stabilization planning, and referrals.
- Provide advocacy for individuals and families experiencing homelessness when they encounter barriers and engage in collaborative planning efforts to develop and implement plans to reach Functional Zero in Adams County;
- Conduct outreach to local motel/hotels and develop shelter partnerships;
- Network and collaborate with area housing resources, motel/hotel partners, and county and municipal partners and maintains a presence at all meetings;
- Monitor motel/hotel voucher availability and manage program data;
- Coordinate SWAP programmatic logistics, communications, and operations;



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- Support on-going program operations and logistics by creating written materials and maintaining spreadsheets;
 - Maintain client related data tracking systems, including case notes and complete HMIS entries as required;
 - Participate in ongoing program evaluation and planning efforts;
 - Other duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES

- Bachelor's Degree in Human Services or comparable combination of education/work related experience required; Or lived experience with homelessness.
- Experience in a social service setting with working knowledge of case management systems and planning techniques.
- Bilingual in Spanish and English; preferred but not required
- Experience providing and coordinating Street Outreach services to individuals and families experiencing homelessness is required.
- Knowledge or familiarity with Harm Reduction, and Housing First models of service delivery and HMIS (Homeless Management Information System) is desirable.
- 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.
- Must be proficient in the following computer applications--Microsoft Word, Excel and Outlook.
- Commitment to social justice, equity, and empowering individuals and families to achieve housing stability.

OTHER REQUIREMENTS

- Must have own transportation to conduct job related travel.

WORK ENVIRONMENT

- May require after-hours on call support to clients and motel/hotel partners
- Able to lift 15 lbs

BENEFITS and COMPENSATION

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 3% 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.