EMPLOYMENT OPPORTUNITY

Housing Navigator

Villas of Eastwood

Engagement & Stabilization

Position Summary

Provides intensive case management and housing navigation services to homeless individuals matched for housing from the Coordinated Access, community-wide housing assessment based on housing priority and eligibility; makes appropriate referrals for services within SEARCH and the community to assist clients in obtaining and maintaining house.

Essential Duties and Responsibilities

- Engages in face-to-face contact with homeless individuals in SEARCH's Welcome Center and Coordinated Access Hub sites throughout the city to assess stated and perceived client needs.
- Provides intensive case management services to approximately 25 clients at a time, focusing on expediting the transition into permanent or transitional housing with a community wide goal of significantly reducing cycle time from assessment to lease up.
- Utilizes Evidence-Based Practices, such as the Transtheoretical Model and Motivational Interviewing as appropriate to assist these high need, high vulnerability clients in making and sustaining change. Works with and motivates individuals who present with physical health, mental health, and/or substance use disorders.
- Assists clients in reducing and overcoming barriers to housing such as ID replacement, criminal background mitigation, obtaining wage print-outs, housing applications/deposits, housing inspections, and acquiring furniture.
- Transports clients to prospective housing sites and other referrals as necessary.
- Transports clients as needed in agency fleet vehicles.
- Maintains all required reports and statistics on each client served to ensure coordinated client services and to document program effectiveness.
- Documents all interactions with clients in the HMIS system in real time, and in hard copy as needed, to ensure that client's records are complete and accurate.
- Completes all required agency trainings and meetings.
- Other related duties as assigned.

Qualifications

EDUCATION	• Bachelor's Degree in social work or related field required, or equivalent experience. MSW helpful.
EXPERIENCE	• 1-2 years' direct service experience within homelessness strongly preferred. • Prior experience working with people with serious mental illness and co-occurring substance use disorders strongly preferred.
SKILLS	• Texas Driver's License + 3-year safe driving record required. • Bilingual-Spanish a plus.

SEARCH
HOMELESS SERVICES

Contact HR to apply today
HR@searchhomeless.org

SEARCH is an Equal Opportunity Employer and a Drug Free Workplace.