



Housing Navigator for SSVF

Position: Housing Navigator for Supportive Services for Veteran Families, full-time hourly 40 hours/week, \$22-\$25 per hour DOE.

The person in this position will be responsible for performing the housing search process for Veteran participants to locate and secure permanent housing, building and maintaining relationships with landlords and property management groups in the area, provide landlord outreach and engagement when necessary, and will collaborate with the SSVF team, and it's community partners to ensure the best placements for our Veterans.

REQUIRED QUALIFICATIONS

- Has experience working with the unhoused population and has experience working with Veterans
- Has an understanding of the causes of being unhoused as well as systems and processes used to help individuals secure and retain affordable housing and obtain needed community services
- Knowledge of Oregon Fair Housing, reasonable accommodation process, tenant rights and responsibilities
- Exhibits strong oral and written communications skills, is attentive to details, and organized
- Exhibits excellent time management and documentation skills
- Exhibits excellent negotiation skills
- Attends work regularly

PREFERRED QUALIFICATIONS

- Has experience working with individuals and families with mental health issues, physical disabilities, chemical dependency, and/or domestic violence or other abuse history and may currently be in crisis.
- Has the ability to coordinate several work projects simultaneously.
- Creative, driven, outgoing, and comfortable with public presentations to groups and individuals.

MINIMUM QUALIFICATIONS

- Passionate and driven to work with our team to house our unhoused Veterans.
- Knowledge and understanding of the housing first approach, trauma-informed care, and harm reduction.
- Ability to work independently and within a team environment, exercises professional judgment.

- Possesses a current, valid driver's license and is comfortable possibly driving clients in a company vehicle.
- Possesses a BA in a social services field or commensurate related social services and case management experience.
- Must be able to pass a drug screen (including marijuana), a background check, and other St. Vincent de Paul hiring requirements.

JOB DESCRIPTION

- In conjunction with SSVF Case Managers and Veteran participants, develops and implements an individualized housing plan for each Veteran participant to determine appropriate permanent housing intervention and services needed
- Completes housing application process for each Veteran referral received, keeps and maintains records of the housing search process and expenditures for each Veteran
- Works with SSVF Case Managers and community partners to gather any supporting documentation to help Veterans secure permanent housing.
- Completes habitability inspections on potential housing placements prior to lease signing and move in, obtains necessary documents from landlords/property managers to initiate the move-in process, submits promissory notes to landlords.
- Facilitates and completes the Section 8 process for any SSVF Veteran participants in need of this housing subsidy.
- Acts as a liaison between the SSVF program, its Veteran participants, and the landlords/property managers in Lane County to resolve any issues to obtain or retain housing.
- Builds, communicates with, and maintains excellent working relationships with the community, landlords/property managers, Continuum of Care (CoC) partners, HUD-VASH and other VA programs, and other community partners as necessary.
- Attend meetings related to housing stability with Veterans.
- Uses PC and Apple computer devices and software programs including databases, word processing, spreadsheets, email, tablets and smartphones, office equipment including fax machines and copiers.
- Understands and follows complex written and oral instructions, rules, and procedures.
- Other duties as assigned.

This position is based in Eugene, Oregon and requires frequent travel throughout Lane County.

Signature: _____

Date: _____