



Position: **Housing Navigator – ACT Team**

Position Summary: The Housing Navigator assists with housing search and placement along with leveraging supportive services that will assist the participant household to maintain permanent housing.

Work involves orienting all eligible participants to the program and providing housing search and supportive services to promote participants’ self-sufficiency, integration into the community, and permanency in housing; performing administrative tasks involved in the review and maintenance of a caseload of program participants.

- Qualifications Required:**
- Ability to understand and practice the mission of Camillus House.
 - **Education:** Bachelor’s Degree in Social Work or Mental Health, or related field; any appropriate combination of education, experience and/or certification will be considered.
 - **Experience:** A minimum of 2 years experience in the same or similar job role is preferred.
 - **Language:** Proficiency in oral and written English required; Spanish preferred additional languages a plus (i.e. Creole).
 - **Skills:** Proficiency in computer (Word, Excel, other data collecting programs).
 - Successful completion of Toxicology test and of a Level 2 Background Screening.
 - Successful completion and eligibility results of Level 2 screening is required by funding source for this position.
 - Valid FL Driver License with clean driving record is required for this position.

- Qualifications Preferred:**
- Culturally sensitive to the social, psychological and healthcare needs of the vulnerable populations serviced.
 - Strong organizational, interpersonal and communication skills to meet deadlines and handle multiple tasks.
 - Demonstrates a high level of productivity while remaining calm and effective under pressure.
 - A self-starter with demonstrated ability to work independently, as well as, with multidisciplinary teams and co-workers.
 - Ability to maintain a high level of poise and professionalism in all circumstances.

- Responsibilities:**
- Commitment to the Values and Mission of the Brothers of St. John of God as witnessed through Camillus House and Health in serving the needs of the underserved populations.

Hospitality: Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

Respect: Recognize the richness of God’s gifts and His presence in every person regardless of age, situation in life, culture or religion.

Spirituality: Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

Quality: Work toward creating centers of excellence; fostering continuous improvement.

Healing: Respond to the need of the whole person – body, mind and spirit; energizing new hope.

Responsibility: Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.

- Conducts comprehensive housing assessment, housing planning, and client-driven housing searches based on the individual clients’ needs.
- Develop a housing procurement plan with clients and case manager. This shall include an intake interview to determine housing and service needs.
- Act as client advocate in securing appropriate housing.
- Develop rapport and communication with both property managers and participants experiencing homelessness.

- Accompany clients in housing search and outreach to available housing options.
- Apply knowledge of residential lease contracts to educate clients of their rights and responsibilities
- Keep current with landlord laws, ordinances and regulations that impact housing.
- Collects all necessary documentation needed to support assistance.
- Prepare request for financial assistance and submit all required documentation needed to support assistance.
- Maintain comprehensive case management files and statistics required by funding sources.
- Conduct Housing Quality Standards (HQS) and housing habitability inspections at initial move-in and at annual inspection.
- Conduct Rent Reasonableness Survey at initial move-in and at annual inspections.
- Regular coordination with Case Managers and Program Supervisor, including collaborative working group meetings.
- Participates in team discussions regarding client progress with possible solutions to ensure best support for the client's success.
- Responsible for maintaining confidential, professional boundaries with clients.
- Promotes good community relations and utilizes community services and resources.
- Attends scheduled training program for professional development that includes, at a minimum, trainings require by Camillus House and by regulatory and accrediting bodies.
- Assumes on-call responsibility as assigned.
 - Performs other duties as assigned

Essential Skills and Experience:

- Service coordination
- Crisis assessment and intervention
- Symptom assessment and management
- Needs assessment techniques and strategies
- Problem-solving and conflict resolution

Work Environment:

The employee may be in contact with individuals in crisis who may be ill, using alcohol and drugs, and who may not be attentive to basic personal hygiene, health and safety practices. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and lack of personal hygiene. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations. The noise level of the work environment is usually moderate in an office setting. Sometimes work may become stressful when working under pressure.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, stoop, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and/or carry up to 20lbs.

Work Schedule:

- Ability to work a flexible work schedule. Shifts vary (weekends and evenings as needed).
- Particular shift requirements/locations as noted below: (list, initial, date)
- Ability to assist in Camillus House's two (2) annual fundraisers (i.e. Gala and The Auction)

Camillus House is an Equal Opportunity Employer