**Re-Housing Navigator**

Micah Ecumenical Ministries

The Re-housing Navigator is responsible to the Executive Servant-Leader for facilitating pathways to permanent housing for those who are on the street or in a Micah shelter. He/she oversees housing-focused case management provided through Micah’s housing stabilization program. Oversight includes the supervision of housing stabilization navigators. The re-housing navigator fills a central role in linking homeless guests to an appropriate housing plan and supporting the stabilization team in sustaining placements. The end goal for the Re-housing Navigator is to facilitate rapid and resourced exits from homelessness into permanent housing.

**Responsibilities:**

Facilitate re-housing activities using a housing first approach

• Identify target/eligible clients, up to and including engaging harder to reach guests in dialogue about housing opportunities.

• Facilitate the housing planning process, including oversight of barriers assessment/VI-SPDAT and putting eligible clients on a path to maintaining housing.

• Prepare supporting documentation for guests, entering either the supportive or rapid re-housing programs.

• Schedule orientation with the relevant Housing Stabilization Navigator

• Coordinate with the community’s Housing Locator to place guests in permanent housing and set up any necessary supports, such as utilities and furniture.

• Remain primary point of contact between the guest and housing locator and/or landlord until after the signing of the lease or sublease.

Property Management

• Facilitate monthly rent meeting and submit check requests for all housing guests being supported financially

• Check with landlords by the fifth of each month, ensuring that rent is paid and there are no concerns

• Remain the agency’s primary point of contact for landlord relationships

• Coordinate options for moving/maintenance issues

• Address lease-related issues on all supportive housing units

Case Management

• Oversee the development and implementation of individual success plans in the housing stabilization program, including identification of barriers to obtaining/maintaining housing and steps to overcome them.

• Ensure that home visits are conducted at least monthly and more often, as appropriate

• Monitor documentation of case management activities and grant required forms.

• Oversee appropriate discharge plans from permanent housing programs.

• Serve as or team up with a housing stabilization navigator for select cases, as deemed appropriate by the volume of cases or the level of needs a guest may have.

Team Participation

* Participates in staff meetings and other group activities essential for operations
* Leads team discussions on client progress and lack of progress, and helps to develop possible solutions to ensure best support for the client’s success.
* Promotes good community relations and utilizes community services and resources.
* Attends scheduled training programs for professional development that includes, at a minimum, trainings required by Micah and by regulatory and accrediting bodies.
* Assumes on-call responsibility, as assigned.
* Performs other duties as assigned.

**Qualifications and Skills**

Minimum Bachelor’s Degree in a human service with at least one year working with a special needs population (i.e. homeless, mentally ill, substance use, etc.) or commensurate experience or training. Demonstrated knowledge of skills in behavioral health, success planning, community rehabilitation and case management. Familiarity with the housing market and related resources. Must have an understanding of relationship-based service models and be comfortable working alongside volunteers. Must be a self-initiator and be able to problem solve various life issues.

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Employee Signature Supervisor