Stepping Stone Emergency Housing
Job Description

Job Title: WC Housing Navigator
Reports To: Program Director
Status: Temporary position (Aug 2020-Dec 2020, with potential for it to be funded after December); Part-time (20 hours/week) Non-Exempt
Starting Compensation: $19 - $21/hour - DOQ

Purpose:
The WC Shelter Housing Navigator is responsible for assisting Washington County hotel shelter residents (hotels located in Stillwater & Forest Lake) locate and secure permanent housing while in shelter.

Responsibilities:
• Work with shelter residents to identify barriers to housing (i.e., evictions, unlawful detainers, credit history, criminal background).
• Review and assess shelter resident’s income and public assistance benefit eligibility to determine affordability of housing.
• Work with residents to identify desired size and location of possible housing.
• Research vacant housing units that meet the resident’s needs.
• Facilitate housing showings and applications with property owners/managers.
• Advocate for residents with property owners/managers and assist with appeals if necessary.
• Assist resident’s approved for housing secure financial assistance for damage deposits and moving costs.
• Develop and maintain partnerships with local property owners/managers.
• Responsible for data entry and management (HMIS & Client Track) for all assigned clients.

General Responsibilities:
• Maintain thorough records for all documentation assigned to this position.
• Attend and participate in staff meetings, staff training programs, supervisory sessions, and accept the responsibility of aiding with the development of positive team relationships as requested.
• Adhere to all SSEH policies, procedures, and Code of Ethics.
• Confidentiality
  o Resident issues may never be discussed with other staff in the front office (window area), lobby or any other area where residents are around. These discussions must take place in the back office up front or in a private office.
  o SSEH staff may not talk about one resident to another resident.
• Perform other duties as assigned by Program Director or Executive Director.

Qualifications:
• Bachelor’s degree in Social Work or related field.
• Experience working in a social service setting (one year at least).
• Existing knowledge of and relationships with property owners/managers in Washington County (preferred).
• Knowledge of community resources and counseling/social work practices with high risk populations.
• Experience working with individuals in crisis.
• Good documentation skills.
• Excellent written and verbal communication skills.
• Ability to establish rapport with SSEH residents.
• Ability to motivate others towards achieving goals.
• Ability to work independently with a strong sense of focus, task orientated, non-judgmental, has a clear sense of boundaries.
• A strong sense of and respect for confidentiality involving both SSEH residents and co-workers.
• Ability to work in a variety of settings with culturally diverse people and communities, being culturally sensitive and appropriate.
• Having and maintaining a current motor vehicle license and have available a licensed and insured motor vehicle to use for employment related tasks.
• Proficient in the use of computers and the Microsoft Office Suite.
• Must pass background study, per MN Department of Human Services guidelines.

Staff Name:

I have read and understand the responsibilities of my job description as listed above.

Staff Signature ________________________________ Date ____/____/____

Version: 8/2020

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