

Job Title: Albany Housing Navigator **Job Classification:** Full-Time / Non-Exempt
Department: Project Hope **Reports to:** Supervisory Case Manager

Company Overview

Celebrating its 50th anniversary in 2020, Berkeley Food and Housing Project (BFHP) has a clearly stated mission and purpose: *to ease and end the crisis of homelessness in our community*. Every program in each region; Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County, and Amador County supports this mission and everyone who works for or on behalf of BFHP understands and is dedicated to this mission and purpose. With programs ranging from free meal service to permanent supportive housing, BFHP provides a continuum of care to accommodate a broad spectrum of specialized needs. The Agency's mission is responsive to the constituency and communities served by it and of value to the society.

Overview

Since July 2013, BFHP has been providing outreach and Housing Navigation to homeless residents of the City of Albany. The Albany Housing Navigator conducts street outreach and engagement activities to clients who are still on the street and assists with housing search/landlord relationship development, and housing placement. The Albany Housing Navigator also conducts home visits to households of formerly homeless people to provide intensive case management services. The job requires the ability to work across the entire spectrum from outreach to housing retention and use models of Harm Reduction, Housing First and Progressive Engagement.

Housing Navigation Responsibilities

- Provide outreach and engagement to people who are homeless.
- Assist clients in meeting basic needs for food, shelter, medical /mental health care, ID's, etc.
- Coordinate CES assessments of each client and create individual housing stability plans for all engaged clients.
- Carry an intensive caseload of 10-15 high needs clients.
- Provide ongoing housing search activities.
- Locate and build relationships with landlords who are willing to house homeless Albany clients.
- Match landlord qualifications with client needs.
- Negotiate rental agreements with landlords, conduct housing inspections, and assist participants with review of lease agreements and move-ins.
- Complete paperwork and obtain rapid re-housing subsidies for clients as needed.
- Provide monthly home visits to Albany households receiving a rapid re-housing subsidy.
- Maintain collaborative working relationship with the City of Albany and other service providers.
- Prepare monthly and quarterly statistical and narrative program reports.
- Work collaboratively with all City of Albany staff including staffing the resource center two days a week.
- Responsible for maintaining all documentation of activities including logs, case notes, and HMIS database records.
- Facilitate Medi-Cal Applications.
- Arrange non-emergency transportation to Medi-Cal covered services.
- Work within the framework of BFHP's Code of Conduct.

Effective Date: 07.01.2020

- Complete all Privacy and Security Training required by BFHP; maintains confidentiality regarding clients, personnel and other internal agency affairs.
- Attend and participate in all assigned program and external meetings.
- Be responsible to other staff, clients, BFHP and its stakeholders both for your actions and your decisions not to act.
- Conduct business in accordance with the Team Handbook, exercising sound judgment and serving the best interests of BFHP and the community.
- Commit yourself to treating each community member with the respect and dignity.
- Perform other tasks as assigned by supervisor.
- Must be able to work 1-2 evenings a week.

Qualifications

- Bachelor's Degree in Social Welfare, Psychology, or related field or accumulated field experience
- Three (3) years of case management experience
- Experience with case management / counseling with homeless, dually diagnosed, and substance abusing populations
- Commitment to issues related to homeless people
- Experience with Rapid Re-Housing required
- Experience with Shelter Plus Care and housing retention programs preferred
- Capacity to work well in a pressured, fast-paced environment and, in consultation with supervisor, set priorities in the presence of conflicting needs
- Excellent written and oral communication skills
- Capacity to work independently and as part of a team
- Proficiency on PC computer systems and Microsoft Office suite, and ability to perform word processing, data entry, and other tasks at a computer work station
- Knowledge of HMIS preferred

Special Requirements

- Must have a valid driver's license, reliable personal vehicle and clean DMV record.
- Must be able to obtain background check clearance.
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Physical Requirements

- The employee is regularly required to use hands to type, handle, feel
- The employee is frequently required to climb stairs, walk, sit, talk and hear
- The employee is occasionally required to stand, stoop, kneel, crouch or reach
- The employee must occasionally safely lift and/or move up to 50 lbs.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

I have received a copy of my job description and understand all of my responsibilities.

Staff Signature

Date

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