



JOB DESCRIPTION

PROGRAM: Housing & Community Services

TITLE: Housing Navigator

JOB CLASSIFICATION: Housing Navigator, Pacific County

SALARY RANGE: \$2416 - \$2682

DEPARTMENT: Housing & Community Services

IMMEDIATE SUPERVISOR: Program Manager – Housing & Community Services

SUMMARY DESCRIPTION: This position is responsible for developing housing options in the community and supporting clients to be safely and stably housed. Reach out to families and individuals who are experiencing homelessness.

FUNCTIONAL RESPONSIBILITIES:

1. Conduct intake for clients seeking assistance with housing or other programs.
2. Work directly with clients to secure immediate housing solutions.
3. Develop relationships in the community to increase housing options.
4. Develop and foster relationships between CCAP and other community resources.
5. Orchestrate information flow and accessibility between clients and other agencies.
6. Develop individualized plans with clients to ensure their stability and success.
7. Conduct outreach to identify and reach vulnerable populations in need of safe, stable housing.
8. Prioritize clients who are greatest risk of continued homelessness and provide ongoing case management as needed.
9. Work with local schools to support homeless families.
10. Organize and/or attend inter/intra-agency case staffing.
11. Participate in other CCAP functions as directed.
12. Other duties as assigned.

QUALIFICATIONS:

1. Experience working with individuals in crisis.
2. Ability to cooperate with both intra-agency and interagency staff and other organizations to ensure a team approach.
3. Ability to cultivate community relationships in the private and public sector.
4. Ability to maintain client/case files (paper and electronic).
5. Demonstrate working knowledge of Microsoft Office programs.
6. Ability to provide a supportive atmosphere for clients.
7. Ability to communicate orally and in writing.
8. Demonstrate reliability in time management and scheduling.
9. Valid Washington State driver's license.
10. Ability to pass and maintain a back ground check.

LOCATION/WORKING HOURS: Variable. The majority of time will be daytime work hours Mon – Fri in the South Bend office. Some time may be in the Long Beach office as well. Send an application, resume and cover letter to Coastal Community Action at 117 E Third St., Aberdeen, WA 98520 or to noral@coastalcap.org Resumes will be reviewed as received. Position is available February 10, 2017

This position is subject to pre-employment drug testing.

It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.