



Support and
Shelter for
Overcoming
Homelessness

Job title	Shared Housing Navigator		
Reports to	Housing Programs Manager	Position Status	Full Time, 40 Hours
Salary Range	\$15.50/hour to start	Assignment	Regular/Benefited
EEO Class	Professionals	FLSA Status	Exempt
Shift	Monday – Friday, Days		

Job Summary

The Road Home seeks employees that have a deep commitment to the mission of serving adults and families that are experiencing homelessness. The Shared Housing Navigator works within a homeless sheltering and housing system that provides emergency shelter to over 1,000 individuals nightly, and permanent supportive housing to over 1,600 individuals each day. Working here is an opportunity to change lives!

The Shared Housing Navigator provides opportunities for individuals in emergency shelter to resolve their housing crisis through shared housing with roommates. The individual in this role provides supportive services to program participants that are experiencing homelessness and those that are newly housed through utilizing a *Housing First* framework and applying principles of *Trauma-Informed Care* within a *Progressive Engagement* framework. This role is also heavily involved in influencing Shared Housing program design and development.

Duties and Responsibilities

1. Takes on a leadership role in helping to develop the Shared Housing program.
2. Provides outreach case management services in shelter and introduces shelter guests to shared housing options.
3. Assists with the roommate matching process.
4. Work closely with Housing Specialists to help program participants locate safe, affordable units in the community.
5. Assists with the housing move-in process.
6. Once housed, provides light-touch case management services in program participants' homes, and other locations. Case management includes housing stabilization, crisis intervention, mediation/conflict resolution, assessments, goal setting, problem solving, agency and community resources utilization, and network building.
7. Works with partner agencies to provide referrals and linkages with community resources, including Social Security, Medicaid, DWS, Vocational Rehab, etc.
8. Attends regular meetings, including clinical staffing.
9. Keeps records, case management notes and statistical data for reporting purposes.

10. Assesses participant barriers to self-sufficiency and develops problem-solving skills with clients.
11. Sets and tracks case management objectives and goals.
12. Uses agency vehicles to provide transportation for clients.
13. Other duties as assigned.

Education and Experience

- Experience working with diverse and vulnerable populations.
- Knowledge of homeless populations and housing opportunities preferred.
- Knowledge and experience working with individuals with mental illness and substance use disorders.
- Bachelor's degree from an accredited college or university in social work, psychology or related field required.

Skills and Requirements

- Adhere to and believe in the mission and vision of The Road Home.
- Be a team player with strong interpersonal skills.
- Be dependable and reliable.
- Possess excellent organizational skills and good judgment.
- Possess excellent communication and customer service skills.
- Be proficient in Microsoft Office.
- Ability and willingness to accept direction from supervisor.
- Able to communicate effectively and handle difficult situations with professionalism, compassion and from a Trauma Informed Care perspective.
- Ability to work independently and use sound judgment within the Trauma Informed framework to make decisions.
- Understanding of the Housing First philosophy, and willingness to have conversations with clients about housing.
- Must pass pre-employment background check and drug screen.

Physical and Equipment Requirements

Ability to lift 25 pounds.

Have good driving record and be insurable to drive agency vehicles.

Instructions to apply

To apply, please email resumes@theroadhome.org. Please include the job title **Shared Housing Navigator** in the subject line.

The Road Home is an Equal Opportunity Employer