



Job Posting for Shelter Housing Navigator:

PURSUE YOUR PASSION, Not Just another Job!

Veterans Village of San Diego is looking for employees who are passionate about serving all veterans. Changing the life of a vet takes a whole lot of work. It also takes dedication and commitment to our motto: Leave No One Behind. But the rewards are out of this world! We work hard, but we also enjoy having fun together. If you wish to be a part of this team and are ready to work for a cause, not just a paycheck, then VVSD is the place to start!

Our Housing Navigator will meet with assigned clients regularly to do full assessment of our client's physical, mental and social needs, life skills, competency, employability, educational needs and other necessary areas. The Navigator will build rapport with homeless Veterans residing in the shelter, and make referrals as needed. The Navigator will assure each client is utilizing the components of the client's service plan.

Position Assignment:

- You will conduct initial and ongoing assessment of client needs and progress.
- You'll work with clients to get them housing ready such as obtaining documents, ID and income verification.
- Works with providers through the Coordinated Entry System (CES) to ensure clients are connected to the appropriate housing resources.
- You'll maintain complete client records in accordance with agency and best practice standards.
- Conduct regular case management meetings.
- Perform crisis intervention.
- You will review weekly assigned case files.
- Refer clients, as appropriate to their individual needs, to outside resources (e.g. medical, dental, mental health, legal social services, veterans' benefits, etc.)
- Interface with other staff as appropriate regarding client needs and progress.
- You'll maintain all required documentation in HMIS database.
- Participate in weekly case conferring as appropriate.
- Attend all VVSD Staff trainings and meetings as required.
- Other duties as assigned by supervisor.

Must-Have Qualifications:

- Basic understanding of the military and the Veterans Administration.
- Bachelor's Degree in Human Services, Social Work, or related field.
- Minimum of 6 months of paid case management experience in Human Services, Social Work or related field.
- Prefer prior experience working with homeless population.
- Working knowledge of HMIS database, or similar database

- Knowledge of Housing First approach.
- Fluently read, write, and communicate in English.
- Perform all aspects of the job comfortably, both mentally, and physically, and other duties as assigned by your supervisor.
- Must be able to sit comfortably for long periods of time.
- Valid California driver license and up to date vehicle insurance.
- Veteran status a Plus!
- Must be able to pass criminal background check and drug screen.

Your Benefits:

- Competitive pay and benefits including 12 paid holidays a year, paid time off between Christmas and New Year's Day, paid vacation and paid sick leave, pension, health insurance, dental and vision plans.

Interested? Here's how to apply:

- Submit cover letter and resume to: rebecca.neff@vvsd.net, please put in subject line: Shelter Coordinator/Case Manager, or you may fax your resume and cover letter to (619) 393-2060, Attn: Rebecca Neff.

The Fine Print:

- If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.
- Veterans Village of San Diego is an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.