



Job Title:

Housing Navigator

Department:

Veterans Shelter Program

Prepared By:

Human Resources

Approved by:

Andre Simpson-Executive V.P. /C.O.O

Job Summary

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

Qualifications:

- ❖ Basic understanding of the military and the Veterans Administration.
- ❖ Must have 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.
- ❖ Knowledge of HMIS database, a plus!
- ❖ Knowledge of Housing First approach.
- ❖ Must be able to fluently read, write, and communicate in English.
- ❖ Must be able to comfortably, both mentally, and physically, perform all aspects of job description and other duties as assigned by 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.

Responsibilities and Major Duties:

- ❖ Conducts initial and ongoing assessment of client needs and progress.
- ❖ Works 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.
- ❖ Maintains complete client records in accordance with agency and best practice standards.
- ❖ Conducts regular case management meetings.
- ❖ Performs crisis intervention.
- ❖ Reviews weekly assigned case files.
- ❖ Refers clients, as appropriate to their individual needs, to outside resources (e.g. medical, dental, mental health, legal social services, veterans' benefits, etc.)



- ❖ Interfaces with other staff as appropriate regarding client needs and progress.
- ❖ Maintains all required documentation in HMIS database.
- ❖ Participates in weekly case conferring as appropriate.
- ❖ Attends all VVSD Staff trainings and meetings as required.
- ❖ Other duties as assigned by supervisor.

Veterans Village of San Diego has the following benefits: 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.

Application Procedure: submit cover letter and resume to: cesar.padilla@vvsd.net, please put in subject line: Shelter Housing Navigator or you may Fax resume and cover letter to (619) 497-0263 Attn: Cesar Padilla.

If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.

VVSD is an EEOC employer.