



# Tempe Community Action Agency

## Housing Navigator Job Description

### **Purpose:**

The Housing Navigator assists and advocates on behalf of adult shelter participants to locate, secure, and retain affordable permanent housing. The Navigator plans and coordinates services, identifies appropriate housing options, and interacts with landlords and other organizations on behalf of participants. The Navigator uses a comprehensive knowledge of housing and other supportive services to facilitate linkages before, during, and/or after permanent housing has been established, and works with participants to enhance their skills in utilizing these various resources. This position also serves as a general housing resource for households served in other TCAA programs. This is a full-time, benefits eligible position. Travel within Maricopa County is required.

### **Essential Functions:**

Duties include, but are not limited to the following:

- Identifies and places participants of the emergency shelter into appropriate housing with the goal of housing participants in fewer than 90 days of acceptance into the program.
- Develops and maintains accurate and current housing portfolio. Provides participants with listings of potential housing options in alignment with their needs and geographic preferences.
- Helps participants to mitigate issues with credit reports, utility arrears, criminal records, unfavorable landlord references, and other issues which may impact housing eligibility.
- Assists participants in their housing search, including applying for apartments, negotiating with potential landlords, making referrals to clearinghouses or other housing location services, and accompanying participants to apartment viewings as needed.
- Assists participants with housing applications including preparing/obtaining any needed documentation and tracking application status.
- Advocates on behalf of participants to expedite their access to housing.
- Arranges for timely inspections and landlord corrective actions.
- Determines rent reasonableness for inspected units prior to rental assistance and lease approval.
- Explains and reviews the lease and sublease agreement with the incoming participant(s)/sub-tenant
- Works with case managers to address any emerging issues related to housing and community adjustment.
- Conducts outreach and expands access to housing by cultivating relationships with property owners and management companies and connecting with landlords via neighborhood outreach, Internet search, and networking events. Develops expertise in available affordable housing sites and housing subsidies.
- Assists clients with moving (help locating affordable moving companies, locating storage units, acquiring furniture and other move-in essentials, etc.)
- Conducts regular in-person post-placement visits, mitigates risks, and helps improve the likelihood of housing retention.
- Attends collaborative meetings and networks with other agencies and coalitions.
- Actively participates in staff meetings and trainings.



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- Maintains and reports complete and accurate documentation of service objectives and outcomes as well as other services in accordance with federal, state, county and TCAA guidelines. Utilizes the HMIS system for maintaining and reporting client data.
- Other duties as assigned.

### **Qualifications:**

#### **Knowledge and Experience:**

- A minimum of two years' related professional experience or one year in a similar position
- Prior experience working with low-income individuals and families including, but not limited to individuals experiencing homelessness and/or with mobility limitations, with veteran status, and with older adults.
- Working knowledge of current housing practices for people experiencing homelessness
- Requires knowledge of local affordable housing resources and subsidies (i.e. Section 8, Rapid Rehousing, PSH, Bridge Housing, VASH, etc.)
- Comprehensive knowledge of state, county, city, and community resources including housing options, locations, and availability, as well as health, mental health, government benefits, employment, and transportation resources, among others.
- Effective written and oral communication skills
- Ability to cope/resolve conflicts and crisis situations.
- Proficient in use of computers, including Microsoft Office software and familiarity with database platforms to efficiently track service delivery.

**Education:** Requires a bachelor's degree in a related field

### **License and Certification:**

Ability to obtain a Level One Fingerprint Clearance Card and eligible for Central Registry Clearance  
Valid drivers' license and clean driving record. Personal vehicle for business use

**Status:** Full Time/Non-Exempt up to 40 hours/week

Typically 10AM to 7 PM M-F. May include one Saturday per month.

### **Benefits:**

TCAA is committed to providing a robust additional benefit package to complement compensation. This package includes paid holidays, vacation and sick time accrual that increases with tenure, as well as medical, dental and vision insurance, Employee Assistance Program, life insurance, disability benefits, health savings account, and retirement. Additionally, TCAA pays 100% of the employee premium for the medical insurance plan.

### **TCAA is an Equal Opportunity Employer**

TCAA is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique



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capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

TCAA is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at TCAA and is an important principle of sound business management.

To apply, send a current resume to [humanresources@tempeaction.org](mailto:humanresources@tempeaction.org)