

POSITION: Housing Navigator
REPORTS TO: Assistant Director of Programs for Housing Services
STATUS: Non-Exempt; Full-Time; Regular
COMPENSATION: \$17 Hourly Wage
BENEFITS: Medical, Dental, Vision, and Life Insurance; Employee Assistance Program; and 401(k) retirement plan; Paid Holidays, Sick, and Vacation
LOCATION: Short-Term Transitional Emergency Program (STEP)

JOB SUMMARY:

The Housing Navigator is responsible for leading, coordinating and supporting the residents in establishing and executing their individualized housing transition plan within the Short-Term Transitional Emergency Program (STEP). The Housing Navigator will supplement as the Lead Housing Advocate in implementing daily programming including crisis intervention and referral services, leadership development, and employment/academic readiness services. Low-barrier services are designed to reach disconnected LGBTQ+ transitional aged youth, victims of crime as the program is rooted in community building, trauma-informed care and harm reduction models. A large percentage of program participants have experienced physical and/or sexual abuse, homelessness, engagement with criminal justice and/or foster care systems, substance use/abuse, and/or mental health challenges.

This position reports to the Assistant Director of Programs for Housing Services and works in partnership with other programming staff and stakeholders as well as directly with community members of diverse backgrounds. This is a full-time, non-exempt, grant-funded position. The Housing Navigator will operate on an interwoven schedule alongside the Housing Advocates that will work within the Morning (6:30am-3pm); Swing (2:30pm-11pm); and Grave (10:30pm-7am) shifts.

ESSENTIAL FUNCTIONS:

- 1) Ensure that community agreements and policies related to the housing program and provision of services are followed, with client safety at the forefront.
- 2) Identify residents who have referral, crisis intervention and/or case management needs or behavioral issues and navigate internal or external resources for support.
- 3) Create and coordinate housing transition plans for residents utilizing youth voice and emphasizing empowerment.
- 4) Establish, strengthen, and utilize community partners to assist in ensuring a smooth housing transition for the residents.
- 5) Motivate participants to implement the established plan, and provide on-going one-on-one support as needed to assist participants in meeting established goals and priorities; provide service and problem-solving assistance for participant inquiries.
- 6) Provide, as needed, transportation to visit housing, employment, educational, and service opportunities with residents.
- 7) Collect required program data; ensure program materials and supplies are adequate for program needs, and that the shelter is well maintained.
- 8) Coordinate and implement all group activities for residents including one or more of the following: activities, workshops, special events, and skill building sessions.



- 9) Coordinate events including: facilitation or co-facilitation of group activities; creation of class and workshop materials, and coordination of services provided by collaborative partners.
- 10) Support activities conducted by collaborative partners, including maintaining appropriate relationships with partner program staff and basic understanding of referral/resource networks for transitional age youth.
- 11) Provide monthly written reports and other administrative data entry required by the Assistant Director of Programs for Housing Services.
- 12) Actively participate as a member of the program team, including provision of back up for other program staff as needed.
- 13) Commitment to serve the most vulnerable (transgender/gender non-conforming people, people of color, people with disabilities, people who are marginally housed or experiencing homelessness, unemployed and underemployed people, low-income people, etc.)
- 14) Exhibits continuous accountability, transparency, compassion, and humility.
- 15) Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- 1) Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to follow all policies and procedures of the organization.
- 2) Experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people.
- 3) Excellent interpersonal, verbal, and written communication skills; public speaking and facilitation.
- 4) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, varying degrees of fluency in English, immigration status, and physical abilities in an intersectional environment.
- 5) Must be available for a specific schedule, occasional evenings and weekend hours as needed, or flexible schedule to include regular evening and weekend hours.
- 6) Ability to work independently and as a part of a team.
- 7) Handle a variety of special projects and other related duties, as assigned.

REQUIREMENTS:

- 1) Bachelor's Degree preferred.
- 2) Bilingual fluency in English and one or more other languages is preferred Proficiency working with computers and Microsoft Office software including Outlook, Word, Excel, PowerPoint, OneDrive, Slack, database systems, and social media tools.
- 3) Access to [reliable transportation or reliable automobile transportation with a valid driver's license and proof of insurance] is required. This position may on occasion be required to drive rented vehicles and/or our Mobile Outreach RV.
- 4) The person in this position may be required to [insert physical mobility requirements (i.e. sit or stand for extended periods, maneuver tight storage space, move objects up to 50/25 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages by telephone.
- 5) Offer of employment may be contingent on satisfactory results of a criminal history background check.
- 6) Employees must be legally permitted to work in the United States.



- 7) The Sacramento LGBT Community Center is a drug free workplace, employees may be subject to a drug test.

ABOUT THE ORGANIZATION:

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community.

EQUAL OPPORTUNITY:

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

TO APPLY:

Email a cover letter and resume as attachments to jobs@saccenter.org with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 1927 L Street, Sacramento, CA 95811. For more information visit saccenter.org/careers. No phone calls please.

