



HUD VASH Housing Resource Navigator

Position: Full Time / Regular Non-Exempt

Supervisor: Manager, Supportive Services

SUMMARY: The HUD VASH Housing Resource Navigator works closely with prospective property owners and managers to promote permanent housing opportunities for homeless Veterans and their families. The HUD VASH Housing Resource Navigator is located within the Healthcare for Homeless Veterans Program (HCHV). The HUD VASH Housing Resource Navigator works directly with the Social Work Supervisor and HUD VASH Program, embedded within HCHV, and under the direction of the OSDTN Supportive Services for Veteran Families (SSVF) Program Manager to provide housing services for homeless Veterans in the HUD VASH program as well as other assigned homeless Veterans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Housing Resource Navigation:

1. Identify appropriate permanent housing options for Veterans, primarily for placement using a HUD VASH housing voucher, but also to include subsidized housing Section 8 vouchers, Shelter Plus Care, permanent supportive housing, affordable and market rate housing, and other housing opportunities.
2. Network and collaborate with area community public and private housing partners & resources to establish a pipeline for Veterans
 - Establish and maintain relationships with property managers / owners (public/private) and other community / OSDTN housing navigators or housing navigators' systems.
 - Field inquiries from prospective landlords / property owners to provide information regarding subsidies, security deposits and rent / utility assistance; connect landlords with community programs.
 - Maintain a property manager / owner contact log and mitigate tenant / landlord conflicts.
3. In coordination with OSDTN SSVF Program Manager and HCHV Social Work Supervisor, prepare materials for making presentations to realtors, property managers and property owners or groups thereof.
4. Establish, update, maintain and communicate regarding a list of available housing opportunities in all counties under the OSDTN SSVF grant.

5. Remain familiar with current housing market information, housing trends and available resources in all counties.
6. Participate in relevant community planning processes to include regional Continuums of Care and CE committees.

Case Management:

1. In consultation with assigned HUD VASH Case Managers determine housing barriers, preferences, needs and goals.
2. Assist assigned HUD VASH Case Managers and Veterans in search for housing, including filling out rental applications, interpreting leases and understanding tenant rights and responsibilities.
3. Maintain needed documentation of services rendered to include contacts, units, progress notes, assessments, care plans and outcomes.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Human Services or Business Administration from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience with a focus on permanent housing / real estate / housing authority. Strong preference for experience with housing homeless clients and related social services / resources.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess valid, current Tennessee driver's license.

OTHER SKILLS, ABILITIES, AND QUALIFICATIONS:

- Veteran Preferred.
- Comprehensive knowledge of regional Veteran services and resources.
- Knowledge of Microsoft Office products
- Excellent multi-tasking and time management skills.
- Broad capacity for global thinking and creative problem solving.
- Ability to motivate clients toward success.
- Compassionate, energetic and team focused.

BENEFITS:

This position is full-time at 40 hours/week. First year, thirty days of PTO including 12 paid holidays. Agency pays 50% of employee health costs including BCBST medical, Delta Dental and VSP. Other benefits provided such as 401k and access to other insurance plans.

HOW TO APPLY:

A resume and cover letter should be submitted to jobs@osdtn.org. No phone calls please. Selected candidate must pass a drug test and background check.