

To be considered for this position, please apply using the following link:

https://app.jobvite.com/j?aj=oWnLgfw4&s=Link_to_Jobs

For a list of benefits and all of our open jobs, please visit our career page: www.bfhp.org

Compensation: \$25.75/hour

Job Title: Housing Navigator

Employee Status: Regular, Full time, Non-Exempt

Department: Housing, Health, and Integrated Services (HHIS) **Reports to:** Program Manager

Company Overview

For more than 50 years, Berkeley Food & Housing Project (BFHP) has provided a comprehensive range of housing, food, and support services to help those in need move from homelessness into a safe and affordable home of their own. We serve in six counties in the bay area - Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County. We are proud of our team members who are very dedicated in our mission *to ease and end the crisis of homelessness in our communities*

Position Summary

Under supervision of the Program Manager, the Housing Navigator will be responsible to provide housing placement and case management services to homeless individuals to facilitate their progress from homelessness to stability and eventually self-sufficiency.

Essential Duties and Responsibilities

- Responsible for client intake process, initial assessment, and case plan development.
- Provide assistance with intensive housing and vocational resources to clients in the program.
- Develop individual housing case plans and provide ongoing housing search activities.
- Develop partnerships with property managers and landlords throughout Alameda County and maintain a database of landlords and available properties.
- Monitor the local housing rental markets by keeping abreast of market rental rates, supply and demands of housing and other related conditions.
- Develop and maintain relationships with all local Housing Authorities in Alameda County.
- Provide information about affordable housing options, housing subsidy programs (including the S+C and Section 8 lottery) to participants.
- Assist participants with financial literatures, eviction prevention, financial assistance applications and lease agreements.
- Assist participants with review of lease agreements and move-ins.
- Conduct regular home visits to clients who are housed.
- Maintain/update data (Client Enrollment Log) on a weekly basis.
- Create and maintain paper files and electronic (HMIS) case files to record all documentation.
- Maintain accurate records and prepare monthly statistical and narrative reports.
- Generate, analyze and organize reports to present to funders on a monthly basis.
- Work closely with other agency case managers and counselors to ensure consistency in philosophical and practice approaches to services.
- Provide Medi-Cal outreach. Facilitate Medi-Cal applications.

- Engage in referrals, coordination and monitoring of Medi-Cal Services
- Arrange and /or provide non-emergency, non-medical transportation to Medi-Cal covered services.
- Participate in program planning and policy development for Medi-Cal and Non Medi-Cal clients.
- Attend and participate in all meetings and trainings as assigned.
- Complete and submit timesheets in a timely and accurate manner.
- Work within the framework of BFHP's Code of Conduct.
- Perform other tasks as assigned by supervisor.

Qualifications, Skills and Abilities

- BA/BS in Social Services or related field preferred, or equivalent combination of education, training, and experience.
- Two years of experience in real-estate, property management, or housing support. Prior experience working with Veterans, homeless and low-income individuals strongly preferred.
- Commitment to serving homeless individuals and Veterans. Have a clear understanding of PTSD, Traumatic Brain Injury, alcohol and drug dependency and other mental health issues.
- Proficiency in Microsoft Office, email, internet, and calendaring applications. Experience with HMIS data entry strongly preferred.
- Excellent knowledge of local housing markets and local community resources.
- Excellent verbal and written communication skills.
- Excellent interpersonal and crisis intervention skills with a *can do* and flexible attitude.
- Ability to work with minimal supervision, multitask, maintain confidentiality, and meet deadlines.
- Ability to maintain professional conduct, attitude and appearance at all times.

Special Requirements

- This position requires frequent driving. A valid California driver license, reliable personal vehicle, current personal auto insurance as required by law, and an MVR sufficient to obtain and reasonably maintain insurability under agency auto liability policies.
- Must be able to receive and maintain criminal records clearance.

Physical Requirements

While performing the duties of this job, the employee is

- Regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.
- Frequently required to stand, walk, sit, climb stairs, talk, hear, and see clearly.
- May be occasionally required to stoop, kneel, or crouch.
- May be required to lift or move up to 50 lbs.

We are extremely proud of our diverse team and welcome all qualified applicants regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.