



Opening doors to
housing and recovery.

Job Description – Navigator “safety sensitive job”

Safety sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. An employee has to be with clear mind and diligent while occupying such positions.

The Navigator helps the Recovery Coach navigate clients into mainstream resources. Navigator spends a majority of time in the community negotiating with landlords, working with community partners and other agencies to assist client in receiving the services needed. The Navigator also assists Recovery Coach with day to day tasks related to case management.

Reports To: Supportive Housing Manager

Duties and Responsibilities

1. Assist Recovery Coach Developing Case Plan in conjunction with each new client. Assist in follow up with weekly case plan reviews to assist client in reaching identified goals.
2. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
3. Assist in interviewing clients to define level of need: personal and family reunification, finances, employment, food, clothing, housing, and substance abuse issues to determine nature and degree of problem. Work closely with program therapists and other program staff.
4. Refer clients to mainstream services and other service organizations as needed.
5. Assists in review of progress toward goals with client concerning substance abuse and other needs.
6. Monitors residents' compliance with program guidelines and provide appropriate verbal and written warnings to those residents who are out of compliance.
7. Attend Old Pueblo Community Services weekly staff meetings, and meet with Supervisory staff as required.
8. Attend outside meetings with the City of Tucson and other partnering agencies.
9. Assists in coordination of move-in for clients that are approved for housing.
10. Other tasks as assigned

Qualifications:

1. Minimum of high school graduate or equivalent required; AA or BA preferred.
2. Self-starter committed to a team approach, responsible and dependable.
3. Strong communication, administrative and interpersonal skills.
4. Strong computer skills - Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint).
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7. Valid Arizona driver's license, proof of auto insurance and reliable transportation.
8. Creativity and flexibility in assuming significant responsibility.
9. Experience working in racially, ethnically, and socio-economically diverse urban communities.
10. Ability to set priorities, meet deadlines and work flexible hours.
11. American Sign Language and Spanish speaking a plus.