



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.

Reports To: Supportive Housing Manager

The Navigator assists the most vulnerable homeless individuals with obtaining permanent housing.

Duties and Responsibilities

- 1 Works in conjunction with the ECHO team members.
- 2 Will complete assessment form and review other criteria to determine needs of homeless/disabled individuals.
- 3 Assesses clients to determine what other supportive services are required, such as case management, substance abuse treatment, mediation, legal services, credit repair, etc.
- 4 Refers client to mainstream services and other service organizations, when necessary.
- 5 Assists clients with completion of forms necessary to be considered for placement in permanent housing, throughout the approval process.
- 6 Works with ECHO staff to ensure that all paperwork is completed and all forms/documentation are provided.
- 7 Attends and ensures that client is present at all housing appointments.
- 8 Coordinates move-in for clients that are approved for ECHO housing.
- 9 Ensures that furniture and house wares are purchased for client, if reimbursable by grant.
- 10 Maintains all client information in a confidential manner and in compliance with HUD and HIPPA standards. Enter client information into OPCS electronic health record database.
- 11 Attend OPCS, ECHO staffing meetings. Meet with supervisory staff, as required.
- 12 Complete other tasks, as assigned.

Qualifications:

- 1 AA degree preferred or four years of related experience and/or training; or equivalent combination of education and experience.
- 2 Be knowledgeable of services available in Tucson.
- 3 Ability to work patiently with clients and staff and be motivated to help people in challenging situations. Helps client to modify attitudes and patterns of behavior by increasing understanding of self, personal problems and client's part in creating them.
- 4 Ability to work in a fast paced environment.
- 5 Basic computer skills and Microsoft Office programs mandatory.
- 6 American Sign Language and Spanish speaking a plus.

