



Opening doors to
housing and recovery.

Job Description – Navigator Youth Homeless Demonstration Project “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.

This position works closely with youth aged 18 – 24 living in crisis transitional housing with a LGBTQ+ affirming culture. The Navigator assists the most vulnerable homeless young adults in Tucson with obtaining permanent housing. The Navigator helps the case manager navigate clients into mainstream resources. The 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 case manager with day to day tasks related to case management.

Reports To: Clinical Manager Reentry Communities

The Navigator assists the most vulnerable homeless individuals with obtaining permanent housing and navigating mainstream resources.

Duties and Responsibilities

- 1 Work with youth to identify longer term housing options best suited to the youth's needs.
- 2 Assist youth in navigating the process of securing more permanent housing solutions.
- 3 Assist youth with self-advocacy.
- 4 Accompany youth to city meetings for section 8 vouchers, meetings with landlords, meetings with permanent supportive housing providers.
- 5 Assess clients to determine what other supportive services are required, such as case management, substance abuse treatment, mediation, legal services, credit repair, etc.
- 6 Refer clients to mainstream services and other service organizations, when necessary.
- 7 Assist clients with completion of forms necessary to be considered for placement in permanent housing, throughout the approval process.
- 8 Work with agency staff to ensure that all paperwork is completed and all forms/documentation are provided.
- 9 Attend and ensure that clients are present at all housing appointments.
- 10 Coordinate move-in for clients that are approved for Supportive Housing.
- 11 Connect client with resources to obtain furnishings and/or household goods if available.
- 12 Maintain all client information in a confidential manner and in compliance with HUD and HIPPA standards. Enters client information into HMIS database.
- 13 Attend OPCS staff meetings and meet with supervisory staff, as required.
- 14 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.

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- 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/or Spanish speaking a plus.
- 7 Must possess and maintain valid CPR/First Aid certification.
- 8 Must have valid AZ Driver License and Insurance.