



Opening doors to  
housing and recovery.

## **Job Description Navigator II “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.*

Following the Housing First Model, work with clients in their home, providing them with support as they address addictions, mental illness, and unemployment.

**Reports To:** Supportive Housing Program Manager

### **Duties and Responsibilities:**

1. Develop Case Plan in conjunction with each new client. 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. Interview 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.
4. Refer clients to mainstream services and other service organizations as needed.
5. Assist client in obtaining identification, social security card, Birth Certificate or other documentation needed for housing and benefit purposes.
6. Assist client in identifying qualified housing unit(s) in the community.
7. Review progress toward goals with client concerning housing and other identified areas that client wishes to engage in.
8. Assist clients maintain adherence to lease agreement and build life skills to increase housing stability.
9. Attend Old Pueblo Community Services weekly staff meetings, and meet with Supervisory staff as required.
10. Other tasks as assigned

### **Qualifications:**

1. Masters or Bachelor's degree in a field related to behavioral health with at least 1 year related experience or Associates' degree in a behavioral health related field and 2 years of full-time related experience or High School diploma or GED and 4 years full-time related experience.
2. Working knowledge of evidence-based interventions for persons with a variety of behavioral health concerns, including serious mental illness and substance abuse/dependence.
3. Willingness to learn and practice evidence based practices, such as Motivational Interviewing, Housing First and Harm Reduction.
4. Self-starter committed to a team approach, responsible, dependable, ability to set priorities, meet deadlines and work flexible hours.
5. Creativity and flexibility in assuming significant responsibility.
6. Experience working in racially, ethnically, and socio-economically diverse urban communities.
7. Strong communication, administrative and interpersonal skills.
8. Strong computer skills - Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint).
9. EHR experience helpful.
10. Must possess and maintain valid CPR/First Aid certification.
11. Valid Arizona driver's license, proof of auto insurance and reliable transportation.
12. Bilingual, Bicultural and/or Veteran a plus.