



## ***Southern Arizona's Premier Social Service Agency***

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

### **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.

### **Employee Benefits**

Competitive Salary , Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

***Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.***

### **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 HIPAA 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

Job Status  
Full Time

Pay Rate  
DOE

Pay Comments  
Salary based on experience.

***We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.***

Mail Resume/Application to:

Ms. Jeanie Pike  
HR Director  
Old Pueblo Community  
Services  
4501 E. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
[hr@helptucson.org](mailto:hr@helptucson.org)



Employment References, drug screen and background check is conducted pre-employment.

**Qualifications:** AA degree preferred or four years of related experience and/or training; or equivalent combination of education and experience. Be knowledgeable of services available in Tucson. 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. Ability to work in a fast paced environment. Basic computer skills and Microsoft Office programs mandatory. American Sign Language and/or Spanish speaking a plus. Must possess and maintain valid CPR/First Aid certification. Must have valid AZ Driver License and Insurance.