



41 North Third Street, Easton, Pennsylvania 18042-3694

610-258-6271 • [www.thirdstreetalliance.org](http://www.thirdstreetalliance.org)

Job Description: **Housing Navigator**

Reports to: Director of Homeless Services

**Position Summary:**

The Housing Locator is responsible for working collaboratively with shelter and rapid rehousing case management staff from Lehigh Valley Regional Homeless Advisory Board (LVRHAB) partner agencies to identify housing opportunities for clients, both families and singles. This position is required to actively seek out, obtain and maintain relationships with landlords, private and non-profit. The Housing Navigator is an integral member of Third Street Alliance's Homeless Service team and works collaboratively with all aspects of TSA programs, representatives from LVRHAB partner agencies, Housing Authorities, County agencies, local Continuum of Care (CoC), and representatives of other non-profit agencies and the faith community. All TSA employees are expected to demonstrate the organizational values and sensitivity to the diversity of the organization's client base.

**Essential Job Duties:**

- Proactively seek out new housing opportunities and resources to assist families with housing.
- Maintain on-going relationships with landlords and other housing providers, including acting as a liaison between landlord and client as needed.
- Negotiate leases on behalf of clients in collaboration with case managers and clients.
- Maintain a Housing Directory to include documentation of all contacts with housing providers. Provide consistent updates on housing availability.
- Maintain documentation of trainings, budgets, housing contacts and other pertinent information in accordance with agency and best practice standards.
- In coordination with the case manager, provide access to resources to assist families and singles as needed during their move into permanent housing (such assistance may include accessing rental assistance money, donated furnishings and coordinating with volunteer movers).
- Negotiate and manage the Rapid Re-housing direct assistance budget in coordination with Director of Homeless Services to ensure the distribution of funds is in keeping with state and local guidelines and meets the needs of clients.
- Maintain current level of knowledge on program software and other information on housing assistance programs.
- Conduct Housing Quality Standard Inspections per grant guidelines and advise and advocate for clients with regard to quality standards. Ensure the FMR are within contractual obligations.
- Educate landlords on how the short/medium-term rental subsidy program works including timeframe and potential payment breakdown.
- Educate landlords on the Section 8 program and other long-term subsidy programs.

- Educate clients regarding tenant rights and responsibilities, housing discrimination, finding and securing rental housing, communication with landlords and fair housing.
- Attend agency, LVRHAB and community meetings as directed by supervisor.

**Knowledge, Skills and Experience Required**

- Bachelor’s degree in public or business administration
- A minimum of 3 years of experience in property management, housing management, and/or real estate required, including negotiation and advocacy. Experience within the working community a plus.
- Bilingual in Spanish/English preferred.
- Experience in conducting group training and working with diverse populations.
- Proficiency in Microsoft Office Suite.

Must demonstrate the following:

- Strong interpersonal and communication skills
- Ability to take direction
- Ability to function independently and as a team leader
- Flexible and adaptable to changing to business needs
- Personal integrity and confidentiality
- Ability to make independent decisions when circumstances warrant such action
- Exceptional problem solving skills
- Highly organized, detail-oriented, strong time management skills and able to work in a fast-paced environment
- Ability to work in a multi-temperature environment
- Ability to provide creative solutions
- Ability to work any shift, any day of the week including weekends
- Knowledge in entering and retrieving data using computer systems, system applications and other office equipment

**Special Requirements:**

- Criminal history background check
- FBI fingerprinting
- Clean DMV record; valid US driver’s license
- Health Screening and TB test

**Comments:** *This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

**This position is funded under a contract from Northampton County, and as such employment is contingent on that contract.**

**To Apply:** Send cover letter and resume to [abaratta@thirdstreetalliance.org](mailto:abaratta@thirdstreetalliance.org) with the subject line Housing Navigator Search. No phone calls please.

Deadline to apply is January 31, 2018.