

Harbor Interfaith Services, Inc. | Housing Navigator | Job Description

Harbor Interfaith Services (HIS) is a non-profit organization based in San Pedro, with a mission to provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles, Service Planning Area (SPA) 8.

Harbor Interfaith Services is looking to add a full-time Housing Navigator to our team. This position is a full-time role with a set schedule of 8:30am to 5:30pm Monday through Friday. The Housing Navigator assists families to stabilize permanent housing by providing location assistance, retention services, and financial support.

Key responsibilities:

- Ensuring families have the resources needed to secure permanent housing
- Completing the comprehensive standardized assessment
- Providing case management to SPA 8 families
- Developing and implementing the housing and supportive service plan
- Making referrals to community-based supportive services as appropriate
- Tracking financial assistance benefits through HMIS
- Inputting information into HMIS as required
- Ensuring case files are accurate and up to date
- Answering phones, greeting clients, and troubleshooting as needed
- Attending staff meetings, case conferences, trainings, and workshops as required and completing other duties as assigned.

We would like to speak with you if:

- You have a Bachelor's degree in social work or a related field, or 4 years of equivalent social services experience with an emphasis on case management.
- You have a background in substance abuse and recovery.
- You have the ability to listen with sensitivity to others' feelings, needs, and points of view.
- You have the ability to demonstrate tact and courtesy while projecting a positivity.
- You are familiar with the Harm Reduction and Housing First models of service delivery.
- You are bilingual (English/Spanish) – preferred but not required.
- You have a valid California driver's license and adequate auto insurance.
- You have a valid California driver's license, a clean driving record with no more than two driving infraction points, and adequate auto insurance.

About Harbor Interfaith

We offer an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

If you are interested in this position, please send your resume and contact information to the attention of Human Resources at hr@harborinterfaith.org.

Harbor Interfaith Services is an at-will employer, meaning we or our employees have the right to terminate the employment relationship at any time, for any reason, with or without cause.