

Harbor Interfaith Services, Inc. | Outreach/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.

Harbor Interfaith is looking to add an Outreach/Housing Navigator to our team. This position is responsible for identifying unsheltered homeless persons through direct street outreach activities and through community partners. This role will also facilitate placement into emergency housing if needed, as well as connection to social services and permanent housing. Team member benefits include medical, dental, vision, and life insurance covered by HIS, a 403(b) employee-contribution plan, sick leave, vacation leave and paid holidays.

Key responsibilities:

- Conducting street outreach in the Beach Cities in order to assist unsheltered homeless persons; outreach will occur in identified “hot spot” neighborhoods at times when individuals are most likely to be found (including early mornings and evenings).
- Completing a Vulnerability Index Service Prioritization and Decision Assistance Tool (VI-SPDAT) to determine vulnerability and acuity of homeless individual during street outreach as well as Homeless Connect events, direct referrals, and through other referral processes.
- Initiating contact and establishing a working interaction with unsheltered homeless persons for the purpose of providing assistance with attaining housing and access to needed services.
- Assisting in obtaining housing readiness documentation such as ID, social security card and income verification.
- Assisting in completion of housing applications and accompanying individuals to housing appointments when needed.
- Maintaining complete client records, daily activity logs, mileage logs, and other reports as directed.
- Establishing and maintaining positive, productive working relationships with mental health programs, shelter programs, police (and other local officials), and providers of services and resources to homeless persons.
- Attending staff meetings, case conferences, training workshops and community meetings as needed 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 2 years of equivalent social services experience with an emphasis on case management.
- 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 positivity.
- You are familiar with the Harm Reduction and Housing First models of service delivery.
- 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 to rrendon@harborinterfaith.org. Please note that we are not able to accept direct inquiries via phone call for this position.

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.