



POSITION: Housing Navigator

JOB CLASSIFICATION: Full-Time/Non-exempt

JOB STATUS: Grant funded

PAY RANGE: \$22/hr

LOCATION: Tulsa, OK

## OVERVIEW

Housing Solutions seeks motivated individuals who want to use their talents and skills to make a difference. As the lead agency in the HUD-funded Tulsa County Continuum of Care, we coordinate and manage over \$3 million annually in federal, state, county, and city funds for programs providing shelter, housing, and services to people experiencing homelessness.

## THE OPPORTUNITY

Housing Solutions is seeking a dynamic professional to serve as our Housing Navigator embedded at JusticeLink—Tulsa’s community diversion hub. This position will serve as a key point of contact for Hub participants, case managers, and justice navigators needing assistance accessing housing and housing services. Work of this class involves no supervisory duties.

The Housing Navigator is an organized, courteous, compassionate, and outgoing professional that enjoys the prospects of working with a dynamic population of justice-involved Tulsans with active cases. The primary function of the Housing Navigator is to lower housing barriers for justice-involved Tulsans by working in collaboration with JusticeLink resource navigators and their clients to assess immediate housing needs and facilitate connection to available and appropriate resources.

Key responsibilities will be to:

- Serves as a housing point person at the JusticeLink offices, including receiving and responding to correspondence to new, existing, and prospective clients, resource



navigators, justice system stakeholders, and community housing service partners

- Assist clients and case managers in identify housing needs and opportunities, and facilitate access to most appropriate and available resources
- Assist with the completion of JusticeLink intakes and requisite housing assessments, entering participants into HMIS, and updating entries as needed
- Work with JusticeLink Housing Navigation Team Lead and staff to develop relationships and resource related to sober living opportunities, and connect interested clients to these programs when appropriate
- Participate in coordinated entry and monitor housing placements for referred clients
- Participate in case conferencing activities to ensure the holistic, integrated, and coordinated delivery of services
- Assist the JusticeLink and Housing Solutions' data and analytics team to maintain reports and statistics related to services rendered and outcomes as needed
- Attend community events as assigned
- Perform other tasks as assigned

#### REQUIREMENTS FOR SUCCESS

- Able to deal tactfully, work cooperatively and professionally, and communicate effectively with the public—including justice-involved Tulsans with active cases—as well as JusticeLink staff, justice system stakeholders, and partner organizations
- Communicate effectively, neutrally, and clearly with individuals of diverse socioeconomic, cultural, and ethnic backgrounds, including persons with disabilities and non-native English speakers



- Ability to work with and be sensitive to the needs of diverse, systemically disadvantaged populations and support Housing Solution's commitment to building equitable systems of care
- Strong time management skills and the ability to multi-task and prioritize in a fast-paced environment, while exercising sound judgment
- A critical thinker, able to navigate and advocate across systems and sectors to produce results for clients and their case managers
- Intermediate level of computer software programs specifically the Microsoft Office suite of applications

#### QUALIFICATIONS

- A GED or high school diploma is required, a bachelor's degree is preferred
- 1-2 years of experience working in housing, case management, criminal justice, or intake services preferred
- Experience in affordable or supportive housing preferred
- Experience working with justice-involved individuals preferred
- A valid driver's license and auto insurance is required

#### WORKING ENVIRONMENT

The working environment will be primarily at the JusticeLink offices, indoors in an office setting. Presence at the Housing Solutions offices or community events as needed.

#### OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Additional duties, responsibilities, and activities may be assigned at any time.



#### CORE MISSION VALUES

The ideal candidate will share Housing Solutions' core mission values that housing is a basic human right, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

#### DIVERSITY, EQUITY, & INCLUSION STATEMENT

Housing Solutions is an inclusive employer and does not discriminate against any employee or job applicant because of race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, veteran status, disability status, age, or any other protected classes. We celebrate diversity and strive to reflect the community in which we work, to better serve our clients. We welcome and encourage applications from diverse applicants, including those who have peer-experiences related to the populations that we serve. Housing Solutions is committed to creating an inclusive workplace and commits to taking appropriate measures to enable persons with disabilities to access employment opportunities and benefit equally from employment related opportunities by providing reasonable accommodation. Should applicants need reasonable arrangements to facilitate their interview and assessment during the recruitment and selection process, please submit your request in your application.