

Job Title	Housing Navigator (Rapid Rehousing)
Employer/ Agency	Avenue 360 Health and Wellness
Job Description	<p>Overview:</p> <p>The Housing Navigator serves a key role in the assessment of housing needs and the facilitation of linkages to viable housing options for program participants. The Housing Navigator will screen clients using an assessment workflow through the Homeless Management Information System (HMIS) and will accompany clients from the housing referral stage through the lease-up process and move-in.</p> <p>Duties and Responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Works as a member of the Avenue 360 Health and Wellness Rapid Rehousing (RRH) Program services team providing housing location and move-in assistance to homeless persons. • Assesses the housing needs of clients (e.g., handicap accessibility, geographic locations, etc.). • Develops a housing search case plan with client outlining timeframes, rent calculations, client preferences, etc., that will serve as the roadmap for the housing search process. • Develops and maintains relationships with property owners, landlords, and property management companies throughout Houston/Harris County to create viable housing options, and to remain knowledgeable of real-time housing inventory stock in the area. • Assists individuals looking for housing in gathering all documents necessary in order to rent/lease property. • Provides assistance in understanding and completing lease/rental agreements. • Accompanies clients to all housing appointments and serves as the primary advocate for clients during the housing search and selection process. • Performs housing inspections prior to move-in to ensure compliance with federal housing quality standards (HQS) requirements. • Provides assistance in identifying utility companies, and applying for and setting up services, if applicable. • Ensures that case notes and all collected data is entered accurately and in a timely manner into HMIS. • Transfers all required homeless and housing documentation to the housing case manager once move-in is complete. • Attends all internal and external trainings as scheduled. • Provides regular feedback to management level staff as needed and requested. • Participates in case conferences as needed. • Performs other duties as needed.

Qualifications	Education, Experience, Licensure/Certification and Skills/Abilities Related Requirements: <ul style="list-style-type: none"> • Bachelor’s degree: undergraduate degree in Social Work or a closely related field preferred. • Two (2) years of social services and/or property management experience preferred. • Proficiency in Microsoft Office Suite and possess the ability to become proficient with the Homeless Management Information System (HMIS) database. • Clear and effective written and oral communication skills. • Bilingual (English/Spanish) preferred. • Have the ability to travel locally by car frequently.
Salary/Hours	▪ DOE
Employer/Agency	Avenue 360 Health and Wellness
Address	2150 W. 18 th St., Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Christopher Cole
Contact Title	H. R. Manager
Fax Number	713-526-1422
Email Address	ccole@avenue360.org
Application Method	Apply online at www.avenue360.org Click “join our team”
Opening Date	Immediate

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