**Housing Client Navigator**

**REPORTS TO:** Director of Housing

**SUPERVISEES:** Peer Navigator

**EMPLOYMENT STATUS:** Full-time Regular, Non-Exempt

**PRIMARY FUNCTION:** The Housing Client Navigator will be responsible for providing direct supportive housing services to tenants residing in the Alliance Supportive Housing Program located in the Pelham Bay Area of the Bronx. To maximize clients’ stability in housing and prepare them for greater housing independence, services will focus on helping improve client’s health, increasing independence, and successfully maintaining housing.

**DUTIES AND RESPONSIBILITIES:**

* Perform comprehensive Housing Intakes and Reassessments for each client.
* Work with clients to set goals, develop care plans, and successfully work towards goal success.
* Provide ongoing, monthly home visits to supportive housing services clients.
* Assist clients with applying for all eligible government services and benefits, including SSI/SSDI benefits, public assistance, Medicaid, food stamps, transportation, home health care and homemaking services, medication assistance, childcare, etc.
* Escort clients to housing and health related appointments.
* Coordinate care with clients’ Health Home Care Managers to ensure that they have access to a full range of community-based services.
* Monitor and assist clients in maintaining optimal physical and emotional health and well-being.
* Provide services designed to enhance clients’ health and independent living skills, thereby promoting clients’ housing stability.
* Provide clients with financial management skills, helping clients understand budgeting, managing bill payments and saving money.
* Provide clients with assistance in establishing the household, including bill payments, management of household, maintenance tasks and nutrition, and conflict resolution.
* Perform monthly apartment inspections to ensure clients maintain their living space as sustainable and habitable.
* Complete all documents and data entry required of the job accurately and timely (includes Reassessments, treatment plans, and progress notes).
* Participate in administrative and clinical supervision on a regular basis.
* Attend regular staff, program, and department meetings, and external meetings as needed.
* Attend a minimum of two annual agency events for clients, staff, and volunteers (e.g., World AIDS Day, PREP Graduation, Poetry Reading, etc.).
* Perform other tasks and duties assigned as required to achieve program and agency mission.

QUALIFICATIONS:

Bachelor’s degree preferred, or high school diploma or equivalent plus 3 years relevant experience working with the target population. Knowledge of HIV-related issues and experience working with the HIV population. Knowledge of the biophysical aspects of substance abuse, including some familiarity with signs of intoxication, overdose, and withdrawal. Familiarity and comfort with harm Reduction and Motivational Interviewing Models. Experience working with homeless individuals and/or in supportive housing. Strong computer skills and verbal/writing communication skills. Bilingual (Spanish/English) a plus. Belief in Alliance’s mission and work is desirable. Strong commitment to diversity, equity, and inclusion required. COVID-19 vaccination required.