

Trans/GNC Housing Navigator

The TGNC Housing Navigator is responsible for providing assistance and support to trans/gender nonconforming homeless individuals in the following areas: housing focused case management, housing readiness, accessing housing assistance programs and permanent housing placement. Duties include securing income documentation, creating a budget/savings plan, coordinating service referrals and crisis intervention. Coordination with Coordinated Entry System Navigation at Larkin Street Youth Services and Housing Stabilization team are required. Needed skillset includes maintenance of thorough and accurate records in both written form and database. This position is office and field based. The goal will be to identify homeless trans persons seeking services, administer assessment tool, and to enroll participants into housing.

SPECIFIC DUTIES

- Conduct CES survey and housing assessment to determine appropriate housing intervention and service needs. Navigate persons to housing placement with Larkin Street Youth Services.
- Develop and implement an individual housing plan for each participant.
- Connect program participants to community resources that will support the goal of housing acquisition (i.e. benefits advocacy, food pantries, employment services).
- Ensure participants have the necessary items to secure housing (e.g. valid identification, income verification, bank statements). Assist in the development and encourage adherence to a personal budget.
- Work with Navigators from other agencies to provide regional team engagement services.
- Assist participants with completing housing applications and securing housing.
- Complete a housing application and forwarding to Larkin Street Youth Services.
- Follow-up with each participant to ensure they are comfortable with their housing placement and forward their information to SJI Trans/GNC Case Manager.

KNOWLEDGE AND SKILLS

- Passion for ending TGNC homelessness
- Maintaining a non-judgmental attitude and a display of unconditional positive regard when working with trans persons experiencing homelessness.
- Ability to have a “whatever it takes” attitude when working with challenging individuals. In addition to working in a typical office environment, Navigator will be required to travel to other agencies and enroll participants.
- Ability to work independently in a field based position and flexible hours
- Knowledge familiarity with Harm Reduction.
- Creative problem-solving skills
- Must be able to perform electronic data entry and documentation
- Strong trans advocacy skills
- Ability to work in a team and independently
- Bilingual: Spanish/English preferred

Salary: \$25/hour, 40 hours a week, paid biweekly
Benefits: Health, Dental, Vision, 401K Retirement Plan.

Please send resume and cover letter to director@stjamesinfirmary.org.