

## **Housing Navigator**

The Blackstone Valley Advocacy Center is a non-profit organization providing comprehensive services to victims of domestic and sexual assault.

### **Job Summary:**

The Housing Navigator will prospect and develop new landlord relationships to provide homeless individuals appropriate housing as part of Blackstone Valley Advocacy Center's Housing First service delivery model. This model includes intensive home-based case management focused on permanent housing stability, housing relocation services, landlord/tenant education and financial assistance.

### **Principal Duties and Responsibilities:**

- Prospect and establish new landlord relationships to develop a "housing bank" of apartments/housing units suitable for the homeless and marginalized population of clients that we serve;
- Develop and maintain community and landlord partnerships to provide resources and cultivate relationships with the landlord;
- Ensure all identified units meet HUD's rent requirements;
- Coordinate and conduct lease reviews and signings;
- Act as an advocate for the client;
- Provide initial inspections to ensure compliance with HUD safety standards for housing and lead-safe status;
- Coordinate apartment showings and move-in schedules;
- Maintain spreadsheets and database information;
- Liaison with the landlord, staff, and clients to facilitate successful occupancy; and
- Perform other duties as assigned.

### **Skills and Abilities Required:**

- Ability to work with the homeless and marginalized populations;
- Knowledge of the neighborhoods where housing is located and knowledge of housing/building codes and safety standards for rental housing;
- Minimum 5 years' experience in real estate and/or property management is required;
- Additional human services experience preferred;
- Computer skills and data entry required;
- Bilingual (English and Spanish) a plus;
- Effective verbal and written communication skills; and
- Valid driver's license and willingness to travel in the community.

This job description is intended to describe the general nature and level of work performed; the Principal Duties and Responsibilities are a representative, but not exhaustive, list of duties performed.

The Blackstone Valley Advocacy Center is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee, or applicant for employment of conditions or opportunities for employment based on race, color, religion, gender, sexual orientation, gender identity or expression, disability, age or country of ancestral origin.

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Vision insurance
- Life insurance
- Paid time off

**Job Type:** Full-time

**Salary:** Based on experience