

Douglas County HRA

Housing Navigator

Status: Full-Time, Non-Exempt

Supervisor: Executive Director

Apply by: 4/30/2024

Compensation:

Work hours are Monday through Thursday 8:00 to 4:30 and Fridays 8:00 to 4:00 onsite at the Douglas County HRA office. The salary range for this position is \$37,000.00 to \$41,600.00, in keeping with consideration of experience and qualifications. In addition, the Douglas County HRA offers a competitive comprehensive benefit package that consists of health insurance, retirement plan, health savings account, and vacation package.

Position Summary:

Housing Navigator: Has the responsibility of coordinating with the Executive Director and the HCV Manager. The Housing Navigator will aid in helping applicants and voucher holders find secure and affordable housing. This person will mainly work with families who are utilizing the programs offered by the agency or are experiencing homelessness and struggling to make ends meet and works directly with clients to help them identify their needs and goals for finding new or retaining existing housing. This includes helping them identify available rental units and local resources that can help with payments. The housing navigator will help build relationships with landlords and property managers, providing housing tenancy support, and direct housing search services. This position also includes any other duties as assigned by the Executive Director. This position is classified as permanent, full time 30-40 hours per week and 1,560 to 2,080 hours per year, hourly paid. The position is expected to follow local, DCHRA, federal policies, regulations and laws.

Organizational Overview

The Douglas County Housing and Redevelopment Authority (Douglas County HRA) provides affordable housing services to both Douglas and Pope Counties in West Central Minnesota. The organization owns 28 public housing units throughout Douglas County, 4 apartment buildings (total of 39 units), and 6 duplexes. Douglas County HRA's mission is to "provide safe, comfortable, and affordable housing; economic opportunity; and a suitable living environment free from discrimination".

Primary Functions:

To perform this job successfully. An individual must be able to perform each Primary Function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Communicating with clients in the application process during each step.
- Communicating with partner agencies to identify current resources available, opportunities in housing and referral abilities.
- Assisting people with disabilities in finding suitable, affordable housing that meets their needs.
- Assisting low-income families in applying for section 8 and other housing programs.
- Working with clients to identify and resolve issues in their current housing situation.
- Directing clients on all housing related issues (landlord/tenant disputes and discrimination in housing).
- Keep records of all client interactions and case files.
- Attend community events and meetings to promote the program.

Knowledge, Skills and Abilities:

- Written and verbal communication skills.
- Ability to resolve conflicts and negotiate effectively.
- Ability to prepare and submit documents and required information.
- Ability to organize, establish priorities, meet program guidelines and timelines and work independently.
- Ability to serve clients in a professional and nondiscriminatory manner.
- Knowledge of common computer software and office machine operation.
- Motivation and marketing skills, initiate work projects, set priorities and work independently.

To Apply:

Douglas County HRA is committed to social, racial, gender, and economic justice and strongly encourages women, veterans, persons with disabilities, and individuals who identify as BIPOC or LGBTQ to apply. We will begin reviewing applications on May 1st, 2024. The position will be open until filled. Interested candidates can send their resume electronically to emajean.ford@douglascountyhra.org, or a hard copy to the Douglas County HRA, Attn: Emajean Hanson-Ford, Box 965, Alexandria, MN 56308.