



Hudson River Housing improves lives and communities through housing with compassion and development with vision. We are dedicated to building strong, sustainable communities by developing and preserving quality affordable housing and helping families and individuals obtain and maintain housing through education, advocacy and support services.

We are a committed group of people from all backgrounds who care deeply about our community and want to make it a better place.

Position: Housing Navigator

General Description:

The Housing Navigator is responsible for providing services to families and individuals in need of housing and services. These services may include providing general information about various housing programs, crisis intervention services, developing action plans, providing an appropriate level of guidance and support, facilitating referrals, and serving as advocate on behalf of participant to assist them in securing services, entitlements and support to reach their goals, particularly goals related to housing. A critical responsibility will be to cultivate housing opportunities and to assist participants in avoiding homelessness or transitioning from homeless to more appropriate and stable housing.

Principal Duties:

- Providing general information about housing, screening of applicants for acceptance into various housing programs as well as verifying eligibility for such opportunities.
- Orienting participants and conducting intake interviews to collect information and assess the needs and strengths of each participant and/or family.
- Developing an action plan to secure appropriate housing in conjunction with participant(s) and where appropriate their family members, service providers and/or significant others.
- Providing an appropriate level of guidance and support to assist participants in meeting basic needs, addressing their action plan goals, and overcoming challenges.
- Facilitating referrals and serves as advocate on behalf of participants to assist them in securing services, entitlements and support to reach their goals. Collaborating with outside providers to coordinate client services.
- Actively recruiting landlords willing to work in conjunction with the agency and locating affordable housing opportunities to meet the needs of the client population.
- Assisting clients in reviewing leases, acclimating to housing and meeting the financial requirements of security and rent.

- Participating in monthly client group meetings, case reviews, staff meetings, training sessions, supervisory meetings, committee meetings, agency events, and other activities as directed.
- Maintaining and monitoring confidential participant applications, records, HMIS data and reports as assigned.
- Maintaining up to date knowledge of regulations and requirements related to housing programs and client eligibility.
- Participating in planning efforts to evaluate program's effectiveness, identify needs and trends, and develop strategies to overcome challenges and enhance program quality.
- Obtaining ongoing training as required and as necessary to effectively perform duties and provide professional growth.
- Must obtain HUD Certification for Housing Counselor within 12 months of hire. HRH will supply training and Certification Testing.

Qualifications:

Experience: Two years of related work experience.

Education: BA/BS in human service field or equivalent combination of education, training and experience.

Licensing/Certification Requirements: Valid NYS driver's license.

Other: Home or cellular telephone required. Basic computer literacy and strong communication skills. Must have sensitivity toward the program's target population and ability to comfortably and effectively relate to individuals of diverse backgrounds, and be respectful of cultural differences. Must be responsible, organized, non-judgmental, able to work independently and as part of a team. Housing Navigator must have a strong commitment to personal and professional ethics and standards and be able to set and maintain appropriate boundaries.

Salary: \$19.23 per hour

Location: 310 Mill St. Poughkeepsie, NY 12601

Immediate Supervisor: Housing Manager/Housing Navigator Assistant Manager

How to apply: To apply please email tcalcutti@hudsonriverhousing.org

Equity is a core value at Hudson River Housing. We believe in promoting a culture that decenters bias, celebrates difference, enhances equitable communication, and nurtures relationship building.

It is important to us that community members have access to stable means of economic growth. We are continually committed to hiring from within our community including applicants with lived experience that can inform and strengthen our work.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.