

## Housing Search Navigator

### Function:

Under the supervision of the Manager of Housing Search Services works with HIV + clients, intake staff, medical case managers, medical providers, landlords, housing authorities and property managers to provide intensive and comprehensive housing search and housing advocacy services to people living with HIV who are experiencing homelessness or are at imminent risk of homelessness.

### Representative Duties:

1. Work with a caseload of 25-30 clients who are currently homeless, experiencing domestic violence or otherwise eligible for priority status for housing search. Work with clients to determine appropriate housing possibilities and create an individualized housing service plan including short and long term goals associated with stable, affordable housing. Work with clients to set priorities and take steps toward reaching these goals.
2. Complete initial assessment of housing search needs, resources, barriers and goals for all new clients. Complete reassessment and revise service plan every six months.
3. Coordinate services with Medical Case Managers and other service providers to arrange appointments with clients and to gather documentation necessary to housing search process.
4. Attend all housing related appointments with clients, including interviews, appeal hearings, apartment viewings and lease signings.
5. Work with clients to identify possible barriers to obtaining housing. Discuss criminal, credit and eviction histories. Request CORI and credit reports with all clients willing to do so. Proactively plan strategies to appeal housing denials and present mitigating factors. Work collaboratively with Fenway's Legal Department to support clients.
6. Serve as a resource on affordable housing for internal and external colleagues. Respond to questions and requests for housing information from Fenway and AAC staff. As part of the client's care team, educate colleagues about the process of navigating the affordable housing system.
7. Co-facilitate at least one of two weekly Housing Search groups for AAC clients. Provide housing information and application assistance to any client attending this group.
8. Maintain communications with housing authorities, landlords and private management companies responsible for administering affordable housing options. Contact these providers on a regular basis to remain informed of available housing, open waiting lists, eligibility requirements and application processes.
9. Share information on housing opportunities with the rest of the Housing Search team, other AAC staff and clients on a weekly basis by updating existing housing search systems. Enter housing opportunity information into the database, update and create files, and contribute to the creation of a weekly blog post used to disseminate these updates.
10. Maintain timely and accurate paper and computer records of all client and property interactions. Enter all client and property interactions into ETO database by monthly deadline.

11. Attend weekly team meetings, and come prepared to contribute to the conversation. Attend weekly administrative supervision and monthly clinical supervision meetings. Attend quarterly All Staff meetings. Attend staff trainings when offered.

12. Meet agency participatory expectations

- Adhere to all agency and departmental policies and procedures
- Participate in quality assessment and improvement activities as requested
- Adhere to the highest principles of client confidentiality
- Adhere to established safety policies, procedures and precautions; enforce agency's policies and clinical procedures, including safety and crisis procedures.
- Maintains professional competence necessary to perform job responsibilities; maintains and provides agency with records of continuing education activities

13. Perform related duties and projects as assigned

We offer competitive salaries, and for those who qualify, an excellent benefits package; including comprehensive medical and dental insurance plans, and a retirement plan with employer match. We also provide 11 paid holidays, paid vacation, and more.

LGBTQ-identified persons, people of color, and others from historically underrepresented communities are encouraged to apply.

Please convey this information to all individuals interested in AIDS Action Committee and encourage them to apply online:

[https://www.Appone.com/MainInfoReq.asp?R\\_ID=2359574&AdCode=CBO658654](https://www.Appone.com/MainInfoReq.asp?R_ID=2359574&AdCode=CBO658654)

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