



JOB DESCRIPTION

Position Title: Specialized Housing Navigator / ATV Coordinator
Position Type: Full-time
Reports To: Director of Housing Programs / Associate Director
Pay: \$22-\$25 (\$.50 bilingual incentive) + benefits

Position Description

The Specialized Housing Navigator provides support and assistance to families and individuals experiencing homelessness who reside in an Empower Yolo safe house(s). The Housing Navigator will provide survivor-driven advocacy, trauma-informed assessment, and case management to homeless crime victims and their families. This will include crisis intervention; risk & needs assessment; safety planning; on-going case management; short and long-term housing placement and navigation services.

The Alternatives to Violence Coordinator manages the enrollment process for participants in the Batterers Intervention Program while ensuring accurate reporting of classroom attendance and progress to probation and the Day Reporting Center. Responsibilities will extend to fee collection and billing processes, and the overall program management.

Location

This position will be based at multiple locations, including but not limited to the West Sacramento office, both shelters, and the Day Reporting Center. Flexibility and mobility to work across these diverse settings are essential aspects of this role.

Position Responsibilities

Housing Navigation:

- 1. Permanent housing placement assistance:* using a housing first model participants will be offered housing assistance which includes financial assistance, i.e. deposits, utility bills, household items. The housing navigator will be part of a team of housing navigators who meet regularly to provide comprehensive services to victims of domestic violence, sexual assault, trafficking and other crimes.
- 2. Client advocacy and case management:* implementation of needs assessments and action plans specific to the immediate and long-term needs of homeless or housing insecure individuals. Assist in developing an Economic Self-Sufficiency Family/Individual

Support Plan; assist participants in identifying and accessing community resources; identify housing resources and work with landlords and housing management.

3. *Indirect Services:* Complete intake paperwork for participants referred for services; provide culturally competent services to the community; collect and maintain client data; develop and maintain collaborative relationship with agency partners; provide presentations on agency services; maintain accurate client records and complete data entry and progress notes in a timely manner; attend collaborative meetings and case consultation; and other meetings as needed.

4. *Homeless Management Information System:* Collect and maintain client data; including use of the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT); make recommendations regarding the most appropriate type of housing solution.

Victim Advocacy:

1. *Risk assessments and safety planning:* Assess each client for issues related to risk of further abuse; provide options in planning for personal safety on an ongoing basis; develop individual survivor-driven case plans that prioritize needs and coordinate necessary services specific to each client.

2. *Crisis intervention and peer counseling:* to survivors and their support networks; provide intensive strength-based, solutions-oriented services; and maintain confidentiality.

3. *Criminal Justice Advocacy and Accompaniment:* Assist in obtaining services or exercising their rights with agencies and service providers in the community who can assist in gaining safety.

Alternatives to Violence Coordinator:

1. *Enrollment Management:* Facilitate the enrollment process for participants in classes, ensuring accurate and up-to-date information. Collaborate with probation officers to verify participant eligibility and requirements. Maintain organized records of enrolled participants, including personal and contact details.

2. *Attendance and Progress Reporting:* Implement a robust attendance tracking system for all classes. Regularly communicate attendance and progress updates to probation officers and the Day Reporting Center. Work closely with instructors to gather feedback on participant performance.

3. *Financial Operations:* Collect fees from participants, maintaining transparent and efficient payment processes. Ensure accurate and timely billing of the Day Reporting Center for program services. Collaborate with finance and accounting departments to reconcile financial records.

4. *Communication and Collaboration:* Establish effective communication channels with probation officers, instructors, and the Day Reporting Center. Address inquiries and concerns related to enrollment, attendance, and billing promptly and professionally.

Qualifications and Requirements:

- **Bilingual/Bicultural preferred.**
- Must have the ability to work under conditions requiring flexibility and team member response to crisis.
- Demonstrated knowledge of community resources and supports, experience providing housing referrals preferred.
- Experience providing services to individuals with complex mental health, substance abuse and co-occurring disorders.
- Peer counseling certification in the areas of domestic violence and sexual assault as described in California Evidence Code sections 1035.2 and 1037.1 within 6 months.
- Effective communication skills including writing (especially written procedures and grant reports), public speaking, active listening skills, and conflict resolution/mediation skills.
- Provide copy of valid California driver license, have reliable transportation, and submit current proof of vehicle insurance.
- Subject to background check.
- Must be comfortable and confident working and interacting with law enforcement.
- High degree of sensitivity to, and respect for, diversity and cultural issues involved in working with clients of varying ethnicities and income.
- **High tolerance and respect for homeless survival strategies while promoting ever-increasing healthier choices.**

AGENCY DESCRIPTION

Mission Statement:

Empower Yolo's mission is to promote safe, healthy, and resilient communities.

Empower Yolo's purpose is to provide:

- (a) Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
- (b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and
- (c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.



Application Process

Please submit current resume and three references to:

Lynnette Irlmeier

E-mail: lynnette@empoweryolo.org

Application deadline: Open until filled.

EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.