



UNITED WAY OF VENTURA COUNTY Position Description

Position Title: Housing Navigator
Department: Landlord Engagement Program
Report To: Manager, Homelessness Initiatives
Type: Full-Time, Non Exempt, Permanent
Date Revised: April 10, 2023

ORGANIZATIONAL OVERVIEW:

The mission of the United Way of Ventura County is: "To Mobilize and Inspire the Caring Power and Resources of our Community." In keeping with this charge and in response to the shelter crisis in Ventura County, the United Way of Ventura County has launched a Homelessness Initiative to include a Landlord Engagement Program (LEP) to increase housing stock and utilize existing housing vouchers and housing subsidies provided by local jurisdictions and community partners in preventing and ending homelessness. Everyone needs a safe place to call home, yet that basic need is increasingly out of reach for many people in Ventura County. Limited affordable housing supply, extremely low vacancy rates, and prohibitive and rising rents, make home access for those with housing barriers exceedingly challenging. Advocating for these individuals and families includes recruiting, cultivating, retaining, and growing the number of landlords willing to help prevent and end homelessness.

POSITION SUMMARY:

Responsible for developing relationships with community housing partners (e.g. property owners, property managers, management companies) to secure leads and housing opportunities for clients of LEP partner agencies. Requires a strong commitment to identifying housing partners willing to work with people experiencing homelessness. The housing locator will create and maintain a database of housing leads to be used by service providers to find potential housing. This position requires extensive field work, the ability to work independently and on a team, and a commitment to seeking creative housing solutions by strategically outreaching to secure new housing opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Actively identify and develop relationships with property managers, property owners, and property management companies to educate them on the program and engage them as partners with the intent to secure housing units for program participants.
- Creatively strategize and identify new housing opportunities beyond the traditional one bedroom apartment, including shared housing opportunities, rooms for rent, and other available living situations, as needed.
- Develop and maintain a database of affordable housing resources for reference in locating appropriate housing; database to include listings from housing authorities, internet (e.g. Craigslist), and internal database of landlords/management firms/owners, among others; maintain database of housing units with outcome data for reporting purposes.
- Routinely connect with housing partners to inquire about available vacancies.
- Provide a current housing resource-vacancy listing to service providers.
- Assist with lease-up process, as needed.
- Assist with follow up to property owners after housing placement and liaise, as needed.
- Additional tasks, projects, and responsibilities, as assigned.



UNITED WAY OF VENTURA COUNTY
Position Description

EDUCATION REQUIREMENTS:

- Bachelor's degree preferably in social services or a related field, or an AA degree and/or work experience, including real estate experience. A combination of education and experience may be substituted.

EXPERIENCE REQUIREMENTS:

- Previous experience providing services to persons experiencing homelessness preferred, but not required.
- Previous experience with housing location services for homeless or under-served persons preferred, but not required.
- Previous experience with real estate and/or property management preferred, but not required.

SKILLS REQUIREMENTS:

- Passion for ending homelessness and being part of the solution.
- Service delivery that is professional, responsive, and collaborative.
- Demonstrated knowledge of housing search skills including housing location, housing applications, and the lease up process.
- Creative problem-solving skills.
- Excellent communication skills (verbal and written).
- Accurate documentation and record-keeping skills.
- Ability to work in a team and independently.
- Must have valid CA driver's license and access to reliable transportation.
- Bilingual (Spanish/English) preferred, but not required.
- Maintain and execute confidential information according to HIPPA standards.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus. The employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

COMPENSATION: \$34,560 to \$52,000 per year DOE with generous benefits.

APPLICATION DEADLINE: August 4, 2023

Send Cover Letter, Resume, and list of three (3) references to:

United Way of Ventura County
702 County Square Drive, Suite 100
Ventura, CA 93003
Yvonne.Estrada@vcunitedway.org