



## St. Vincent de Paul Louisville – Job Posting

Title: **Housing Navigator**

FLSA Status: **Part-time, Non-exempt**

Reports to: **Program Manager**

EEO Code: **2**

### EMPLOYMENT OPPORTUNITY

#### Overview:

St. Vincent de Paul Louisville is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our homeless shelters, community kitchen, supportive housing programs, professional case management, clinical services and retail thrift stores, *we house, feed and support those in need with compassion and dignity* on the path toward self-sufficiency.

#### Position Summary:

The **Housing Navigator** assists individuals experiencing homelessness to identify, access, and transition into housing units in the community.

#### Essential Duties and Responsibilities:

- Assist Clients directly or on their behalf to identify possible housing units, address barriers to housing, recruit new landlords and negotiate with landlords regarding vouchers
- Search apartment listings, visit prospective units, and complete housing applications
- Assist clients with any necessary paperwork such as applications, compiling eligibility documentation required by housing providers, and other tasks required to connect clients to needed services
- Engage in outreach efforts with clients including phone calls, emails, outreach letters, and home visits. Build rapport with current clients in transitional housing to build a caseload
- Transport and support Clients with specific needs, mental health limitations, or other barriers to appointments or appointments as needed to complete their applications and housing documents
- Work collaboratively with case managers to receive referrals for advocacy services and follow up with case managers about progress on goals
- Maintain an up-to-date record of services as dictated by documentation standards
- Serve as a programmatic representative with outside agencies; conduct necessary outreach efforts
- Attend all-staff meetings, supervision and mandatory trainings
- Participate actively in team efforts as assigned
- Special Projects as assigned
- Other duties as assigned

#### Specific Knowledge, Skills, Abilities:

- Authentic interpersonal capacity for empathic understanding and nonjudgmental attitude when engaging with Clients with mental health problems
- Strong knowledge of local housing resources and landlords
- Successful personal experience applying for apartments
- Attention to detail in completing paperwork for applications
- Experience working with diverse communities, including Domestic Violence survivors, LGBT, substance users and communities of color

#### Education, Qualifications, Certifications, Trainings, Licenses:

- High School graduate or equivalent
- Associate's Degree in Social Work or a related field preferred
- *Peer Support Certification* preferred



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- A combination of education, training and experience that results in demonstrated proficiency to perform the work may be substituted
- Commitment to the Mission, Vision and Values of St. Vincent de Paul Louisville
- Successfully pass any required pre-employment background and drug screening
- Valid Driver's license and clean driving record

**Reporting to this position:** None

**Benefits/Additional Information:**

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St. Vincent de Paul Louisville will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

**Apply online:** [www.louisvilleworks.com](http://www.louisvilleworks.com)

**Email cover letter and resume to:** [dflanigan@svdplou.org](mailto:dflanigan@svdplou.org)

**Apply in person:**

St. Vincent de Paul Louisville  
1015-C South Preston St  
Louisville, KY 40203

**Mail cover letter and resume to:**

St. Vincent de Paul Louisville  
Attn: HR Director  
PO Box 17126  
Louisville, KY 40217-0126

Cover letters are appreciated.

**St. Vincent de Paul Louisville is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)**