



## St. Vincent de Paul Louisville – Job Posting

Title: **Housing Navigator – (DV/Ozanam)**

Reports to: **Program Manager**

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

EEO Code: **5**

### Job Posting

#### 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 (DV/Ozanam)** 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
- Connect with community resources to arrange job fairs, employment services, and job placement projects.
- Conduct inspections of possible units
- 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
- Computer knowledge
- 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



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### 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
- 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
- Must submit to annual TB and background screenings
- Valid Driver's license and clean driving record

**Reporting to this position:** None

### Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk, and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. Must be able to climb stairs. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities this job requires include close vision and the ability to adjust focus.

The job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends, and in inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by St Vincent de Paul.

### 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.

SVDP 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:** <https://www.svdplou.org/careers/>

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

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.