



JOB DESCRIPTION

151 W. 40th Street
Tucson, AZ 85713

Job Title: HUD/VASH Housing Navigator, Project Action for Veterans

Reports to: Project Action for Veterans, Senior Contract Specialist

Hours: 40 hours per week

Pay Rate: \$16.50 -18.50 per hour

FLSA Status: Non-exempt

PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation is a non-profit community development organization that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. Through individualized service planning, Project Action for Veterans (PAV) offers housing assistance to veterans and their families who are recently homeless or about to become homeless who “but for” this financial and resource coordination assistance would continue to be or become homeless. The program serves Veterans living in Pima, Cochise, Graham, Greenlee, and Santa Cruz counties, and follows the policies and regulations of the Supportive Services for Veteran Families (SSVF) funding from the U.S. Department of Veterans Affairs. PAV is accredited by CARF for Rapid Rehousing and Homelessness Prevention Programs.

The HUD/VASH Housing Navigator focuses mainly on assisting with the successful transition to housing for these veterans and their families including the identification of community housing options and maintaining positive relationships with landlords. The successful candidate will be a culturally-sensitive social services professional who has a positive influence on others, thrives on successfully facilitating processes, works at a faster-than-average pace, is extremely disciplined, detail-oriented, and results-oriented, sets high standards for self and others, and demonstrates top-notch planning and coaching skills.

DUTIES AND RESPONSIBILITIES (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership):

Housing Responsibilities

- Conducts meetings assessing barriers to housing with veterans referred by HUD/VASH.
- Develops a detailed housing search plan with veterans, identifying housing preferences and options, providing referrals, and connecting them with property managers in the community.
- Provides referrals and make contact on behalf of participants to overcome housing barriers.
- Accompanies veterans to view housing options and to sign leases as assistance is needed.
- Assists veterans with housing applications as needed.
- Develops and maintains a strong relationship with landlords.
- Keeps up to date on the Fair Housing and Arizona Landlord Tenant Act.
- Participates in community landlord events.
- Works with PAV Contract Specialist to verify the determination of services and communicates approvals and all follow-ups with the participant.
- Continues to follow up with participants as needed, and continue to conduct ongoing assessments on a periodic basis as per program guidelines.

- Coordinates care and housing plan with HUD-VASH Case Managers, including communicating at least weekly progress.
- Ensures that 80% of households served exit with permanent housing.
- Completes monthly reports on status of participants.
- Participates in VA and, HMIS training, and other agency trainings as requested.
- Participates in monitoring and evaluation activities including record reviews.

Other Responsibilities

- Ensures confidentiality of participant information.
- Maintains statistical data as required by grant funding sources.
- Implements public health and safety guidelines related to COVID-19 in all practices.
- Participates in SSVF webinars, VA, and HMIS training, and other agency trainings as requested.
- Attends meetings with partnering agencies as scheduled.
- Attends agency meetings as required such as All Staff and PAV team meetings.
- Performs other related duties as requested/assigned by leadership.
- Demonstrates adherence to Primavera guiding principles of integrity, respect, accountability, compassion, and leadership.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of issues facing veterans and people that are low-income/homeless, including housing, employment, and mental and physical health.
- Knowledge of AZ Landlord Tenant law and Fair Housing practices.
- Knowledge and commitment to “Housing First “philosophy and strategies.
- Strong interviewing and assessment skills.
- Ability to work effectively with program participants, the public, staff, and volunteers.
- Ability to communicate effectively and accurately orally and in writing.
- Proficiency with office computer systems and software, including Microsoft Windows, Outlook, Word Excel, and a web-based database.
- Ability to function with minimal supervision.
- Ability to accurately track information and services in client performance database (Service Point).

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Social Work or related field
- A minimum of two years of work experience in social services setting providing case management services and/or a minimum of one-year of direct experience working with a multi-family housing company providing rentals for low to moderate-income individuals and families.
- A minimum of one-year of experience working with people who are low-income or experiencing homelessness and/or veterans.
Note: A combination of relevant education and professional experience may be considered in lieu of a degree.
- First Aid/CPR certification, or ability to obtain.
- Level 1 fingerprint clearance card or the ability to obtain.
- Must have reliable transportation, a current valid driver's license, registration, proof of insurance coverage, and a clean driving record.

PREFERRED QUALIFICATIONS

- Military veteran or veteran family member.
- Two years of experience working in the multi-family housing sector, preferably in leasing or property management.

- Bilingual (English/Spanish).
- Experience conducting home visits.
- Experience working in a program providing rent assistance.
- One-year of experience and demonstrated proficiency with web-based database program(s).

PHYSICAL ENVIRONMENT/CONDITIONS

- Office environment with moderate office noise levels.
- Ability to meet with participants in an office setting and facilitate deskwork processes on a full workday basis.
- Visual acuity and hand dexterity to discern information, complete records and reports, and data enter information into computer systems.
- Ability to travel to other locations as needed for outreach to property managers, meetings, events, etc.
- Ability to lift 20 pounds.

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, age, pregnancy, a mental or physical challenging condition, marital or family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

To apply for this position, please submit a cover letter and resume via email to jobs@primavera.org.