

## Job Description

**Title** Housing Navigator  
**Department** Domestic Violence Services (DVS)  
**Reports to** Director of DVS

## Overview of Position Duties and Responsibilities

A full-time Housing Navigator to oversee our DV Housing First initiative, and other housing initiatives, as needed. The Housing Navigator will support survivors of domestic violence in locating and accessing safe and affordable housing and preventing homelessness by providing housing related assistance. The ideal candidate is an empathic professional who demonstrates a strong commitment to social justice, cultural humility, and equity.

### Responsibilities:

- Provide advocacy, safety planning, resources, and support to survivors of domestic violence at a location of their choice.
- Meet with housing clients to determine their housing needs, and jointly develop a housing stability plan with short and long-term goals to gain housing and economic stability.
- Advocate on client's behalf to secure safe and stable housing, which may include accompanying clients to housing appointments, acting as a liaison with landlords and negotiating leases, as well as provide guidance with rent subsidies, deposits, and other assistance related to housing.
- Help families' access resources for housing related assistance (i.e., furniture procurement, utility assistance, etc.).
- Ensure the needs of the most marginalized survivors are centered in all programming and advocacy efforts.
- Encourages self-advocacy skill development through modeling and coaching survivors.

### Community Engagement

- Conduct outreach in the community to identify housing options that meet each survivor's unique needs.
- Develop relationships with community organizations, landlords, realtors, and government partners, to encourage collaboration and build partnerships.
- Provide training, information, and support to landlords, to encourage availability of rental units for survivors and their families, especially those from marginalized communities like the BIPOC communities, immigrant and LGBTQ+ communities, and survivors with disabilities and formerly incarcerated.
- Provide training and information to housing/homeless services organizations.
- Collaborate with local housing authorities and other housing/homeless service organizations to find and develop resources for survivors.
- Coordinate with the statewide coalition, NJCEDV, and other domestic violence programs to ensure services are provided in a trauma responsive and survivor-centered way.
- Develop and maintain positive working relationships with social service agencies in the community and other stakeholders, including cultivating meaningful connections with organizations that primarily serve historically marginalized communities, by listening, offering support, and facilitating forums, trainings, and meetings.
- Participate in community meetings where housing is discussed/addressed such as Continuum of Care (CoC) meetings.

### **Flexible Financial Assistance**

- Facilitates the use of flexible funds to support survivors to become or remain in stable housing.
- Tracks use of flexible financial assistance for budgeting purposes.
- Performs financial assessments to assist in finding adequate living accommodations. These include assessing financial needs like credit health and employment to allow survivors to sustain success after assistance is provided.

### **Other**

- Actively contributes to a positive team environment and provides the collaboration needed for high-quality services to survivors.
- Participates in training, coaching, and learning communities to increase knowledge of housing and support for survivors.
- Participates in data collection and reporting efforts as required by the program and funders.

### **Qualifications:**

- Knowledge about domestic violence and the impact of violence and trauma on survivors and their children.
- At least five years of experience housing, domestic violence, or related social justice field.
- Understanding of the systemic nature of oppression, particularly the intersection of gender, race, and class and how this can affect housing.
- Extensive knowledge of housing resources and options, public benefits, and community resources to meet various survivor needs.
- Demonstrated history of contributing to a healthy and collaborative team culture.
- Ability to engage in constructive self-care activities to manage and prevent secondary and vicarious trauma.
- Strong written and verbal communication skills.
- Program development skills, strongly preferred.
- Bi/multilingualism, Spanish/English, strongly preferred.
- Problem solving and analytical abilities.
- The ability to work well under pressure and deal appropriately with crisis and stress situations.
- Valid Driver License.

**Educational Background:** Bachelor's degree preferred, but not required.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by the AIP Clinical Supervisor. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties in addition to those outlined above from time to time, as needed.

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**Submit cover letter and resume to:** WomenRising, Inc., Attn: J Coughlan 270 Fairmount Avenue Jersey City, NJ 07306; Fax: (201) 333-9305; Email: [jcoughlan@womenrising.org](mailto:jcoughlan@womenrising.org)

**No phone calls please.**