

RENTAL ASSISTANCE SUPERVISOR

Under the direction of the Ruth's Place Manager, the Housing Navigator will provide housing location, navigation, and stabilization services to homeless transition age youth (18-24 years old) who have been identified through the Coordinated Entry System for Youth (CESY). They will be responsible for assessing needs and connecting youth to housing that is appropriate for their needs. This may include (but not be limited to) crisis/bridge housing, permanent supportive housing, shared housing, or general affordable housing. The Housing Navigator will interface with landlords, accompany youth to housing appointments, and assist youth throughout the entire housing search and move-in process. Once the young person is in housing, the Navigator will assist them in developing an individualized action plan, with a focus on housing stability, and will connect youth to community-based services to meet their ongoing needs.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Work with staff to ensure that each youth completes an initial intake, needs assessment, and CES for Youth screening tool.
- Assist youth in determining personal goals and plans to achieve those goals through the development of an Individual Action Plan (IAP).
- Assist youth in accessing services that address the needs and goals of their IAP, including but not limited to: mental/physical health services, mainstream benefits, education, employment, legal services, and vocational training.
- Provide housing stabilization services to youth, which may include topics like money management, life skills, accessing transportation, understanding their lease, self-advocacy and other topics based on the needs of youth.
- Partner on and participate in outreach efforts to youth experiencing homelessness in South Los Angeles.
- Establish and cultivate relationships with landlords and other housing providers to build a portfolio of housing options for youth.
- Participate in care coordination meetings and other CES-related meetings.
- Enter data in required databases, compile and submit reports that track client status and support services provided.
- Maintain accurate client case files of all required eligibility documents.
- Attend staff development training as assigned.



CHANGING LIVES &
Building Neighborhoods Responsibly

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MINIMUM QUALIFICATIONS

- 1-2 years' experience or related work and a Bachelors-level Degree; or an Associates-level Degree and 5 or more years' experience providing housing-based support services to young people facing multiple barriers to housing stability.
- Experience working with youth experiencing homelessness and housing instability, and/or have had experience in foster care, probation, mental health systems.
- Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries.
- Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines.
- Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate.
- Proficient in Microsoft Office Suite.