NOTICE OF POSITION VACANCY
APPLICATIONS ARE CURRENTLY BEING ACCEPTED FOR THE POSITION OF:

Housing Navigator

LOCATION: Mobility Connection Program
SALARY: $36,000 - $40,000 Annually
POSTING DATE: February 13, 2020
CLOSING DATE OF JOB POSTING: Apply on or before 5pm February 26, 2020

ABOUT ASCEND STL, INC.
Ascend STL has a nearly 20 year history of supporting affordable housing development in the St. Louis region. In 2016, Ascend started the Mobility Connection Program, a project that works in partnership with the City and the County housing authorities to assist families with Housing Choice Vouchers (Section 8) to move to low-poverty neighborhoods where families can reach their highest potential. Ascend seeks an enthusiastic individual ready to help families make the next big move in their lives.

REQUIRED QUALIFICATIONS:
Required knowledge, skills and abilities for this position are normally developed through the equivalent of a Bachelor’s Degree in Social Services, Social Work, and/or Public Administration or related field, or 3 years of previous work experience working in a similar field.

POSITION SUMMARY:
The Housing Navigator is responsible for providing coaching services to families with Housing Choice Vouchers interested in moving to High Opportunity Areas in the St. Louis region. The individual must be skilled in written and verbal communications; able to interact with Housing Authority staff, property owners, and participants; and must be a self-starter who enjoys operating independently. This position and the Mobility Connection program are funded for a specified period; the continuation of employment shall be contingent upon the continued availability of funds for this position and/or program. Fringe benefits include employer paid health and dental insurance for the employee and 8% of the employee’s bi-weekly salary contributed to an IRA under a Simplified Employee Pension Plan. The Housing Navigator is a non-exempt position.

DUTIES AND RESPONSIBILITIES:

- Manage a caseload of clients with housing vouchers to help them prepare to move into High Opportunity Areas, including assessing families’ strengths and barriers, reviewing credit reports, and referring clients to appropriate outside organizations.
- Assist clients in developing goals to make them move-ready; check on clients’ progress as they take steps towards achieving their goals.
- Assist clients in contacting property owners, escort clients on tours, and assist with rental applications.
- Perform post-move in-home assessments with clients to ensure they make a smooth transition into their new community.
- Work with Ascend staff to communicate with property owners and participants to help resolve issues as they transition into their new home.
- Track client and property owner data using case management software.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

- Basic counseling skills such as active listening and motivational interviewing.
- Excellent customer service, communication and organizational skills.
- Ability to use the internet to research and obtain information related to available rental housing.
- Ability to communicate effectively verbally and in writing with a diverse clientele.
- Experience and comfortability in working with diverse individuals and groups.
- Familiarity with the St. Louis region rental housing market.
- Ability to work navigate case management software.
- Ability to perform the duties of the position with minimal direction and complete work tasks in a time-sensitive environment.
- Must have and maintain a valid driver’s license.

All applicants must submit a cover letter, resume, and at least one reference to Althelia Powell-Thomas, athomas@slha.org.

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