Position Description

The Homeless and Housing Coalition of Kentucky is a statewide coalition of partners and advocates working to solve homelessness and create opportunities for low-income Kentuckians to live in affordable homes. To that end, we are a nonprofit advocacy organization with direct and intermediate service programs, including AmeriCorps State/National Service, Continuum of Care, Emergency Rental Assistance, HOME Tenant Based Rental Assistance, and VISTA.

Position: Housing Stabilization Navigator
Reports to: Case Management Specialist
Direct Reports: None
Location: Remote from/around Paducah, Kentucky
Date Updated: August

HHCK has been awarded time-limited Emergency Rental Assistance (ERA) funding through the American Rescue Plan Act to provide housing assistance to households experiencing housing insecurity in the Purchase Area Development District. This is a short-term, grant-funded position expected to be funded through March 2024. The Housing Stabilization Navigator will provide initial assessment, housing search and placement, and voluntary case management functions under a Housing First model.

Duties

- Conduct the common assessment for people in sheltered/unsheltered settings and add to the statewide Coordinated Entry list.
- Determine and document client eligibility within the ERA program guidance.
- Help potential and current referred participants obtain necessary documentation such as birth certificates, Social Security cards, and other required documentation for accessing housing.
- Conduct housing searches with referred participants for eligible units with Leasing Navigator-Purchase.
- Maintain program participant paper files.
- Document case management efforts in the files.
- Enter and maintain program participant data in the statewide KYHMIS database.
- Enter and maintain program participant data in the ERA2 Portal database.
- Offer and provide on a voluntary basis regular Housing Stability Case Management and supportive services to program participants in West Kentucky, including but not limited to: regular home visits, coordination of transportation assistance, office visits, phone calls, etc.
- Reevaluate participants’ income and rent subsidy as required by the organization’s administrative plan.
- Conduct initial paperwork, document chronic homeless status, and work with clients in HHCK Balance of State Permanent Supportive Housing as assigned.
- Work with current and prospective housing program participants to submit Housing Choice Voucher applications as referrals are accepted by the public housing authority with jurisdiction.
- Other duties as assigned by the Case Management Specialist.
Requirements

- An associate’s degree in a relevant field, or equivalent professional experience working with vulnerable people; BSW or related degree preferred.
- Must be willing to travel on a regional basis; position will spend much of the time out in communities and conducting intensive in-home services using a home visiting model.
- Understanding and ability to work with web-based applications.
- Reliable vehicle with a valid driver’s license and auto insurance is required.
- Understanding and commitment to the Housing First model.
- Vaccinated against COVID-19 with booster as eligible.

Hours
This is a full-time, non-exempt position at 37.5 hours per week. Hours generally are worked Monday-Friday during normal business hours with the potential for occasional irregular hours.

Wage Range
$16.00 - $22.00 per hour (above $38,000 annually will be salaried/exempt)

Benefits Package

- Vacation time accrued monthly as follows: Full time employees are eligible for ten (10) paid vacation days for each twelve (12) month working period. Following the completion of one (1) full year of service one (1) day of vacation time is added to the employee benefits per year until a maximum of twenty (20) vacation days is reached.
- Sick time accrued annually upon hire and anniversary date as follows: Full-time employees are granted nine (9) days of medical leave from work with pay when incapacitated by personal sickness or injury, behavioral health needs, to receive a medical examination or treatment, or for illness in the immediate family.
- Flex scheduling: employees have the option to work 9 days in 2 weeks with alternating biweekly flex days of Friday or Monday.
- Insurances – health, dental, vision, group life, all paid at 100% of monthly premium.
- Retirement – SIMPLE IRA participation and employer match.

Note: this is a grant-funded position expected to be funded through March 2024.

HHCK is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ2S+ individuals, people with disabilities, and veterans. HHCK will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Signature  Date

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