



The AMAAD Institute
Arming Minorities Against Addiction & Disease

Job Posting

Position: Housing Navigator – Reentry **Division:** Navigation Support Services
Status: 100% Full-Time, Regular, **Salary:** D.O.E.
Probation: 180 Days **Benefits:** Employer Paid

The AMAAD (*Arming Minorities Against Addiction & Disease*) Institute is seeking to hire a **Housing Navigator**. The Housing Navigator will have an important role in working hand-in-hand with formerly incarcerated participants to find appropriate housing options and processing applications for AMAAD's Reentry Rental Assistance Program, which consists of 1) Rental Security Deposits, 2) Rent Subsidy Payments, and 3) Emergency Flex Transitional Housing Stipends for vulnerable reentry clients in disproportionately impacted Los Angeles communities. The Housing Navigator must be culturally competent with an understanding of AMAAD's overall organizational approach, which is informed by the belief that the entire community benefits when individuals have access to support services that help to manage their lives in a manner that embraces their self-defined ethnic identification, sexual orientation, and/or gender-expression.

Responsibilities:

- Screens referrals/applicants for Re-RAP eligibility requirements, including certification of homelessness and verification of disabilities.
- Conducts housing search and relocation services for all program participants.
- Builds library or list of open / available apartment units for section Re-RAP consumers program to assist all candidates in obtaining permanent housing (property management, landlords, etc.).
- Researches and develops housing library or list of open / available apartment units for emergency/transitional shelters to assist all candidates in obtaining housing placement.
- Secures financial move in assistance such as security deposits, rental assistance, and eviction prevention for all Re-RAP housing program clients.
- Collects program data to assist with the completion and submission of progress reports.
- Provides landlord/tenant mediation services. i.e. eviction prevention, mutual termination agreements, conflict resolution.
- Completes data entry and charting/documentation expectations within the timelines established by the Program for service delivery per Agency requirements and provides services consistent with program needs pursuant to funding source directives, AMAAD protocol and HIPAA compliance requirements.
- Interacts with other internal programs, support staff and external sources such as applicable.
- Communicates effectively in a culturally competent and diverse consumer population and promotes favorable interaction with managers, co-workers, and others.
- Assists with coordination of regular social events and other duties as assigned.

Qualifications and Skills

- Covid-19 vaccination (Moderna, Pfizer, or Johnson & Johnson).
- Bachelor's degree in social work, psychology or related field or equivalent experience.
- Knowledge of the criminal justice system and the needs of returning citizens in South L.A.
- Knowledge of Housing Support System and Housing First Approach.
- Ability to establish and maintain effective working relationships with clients and staff of all levels
- Excellent speaking and writing abilities.
- Knowledge for use of computer systems such as Microsoft Office (Word, Excel, PowerPoint).
- Valid California driver's license and current automobile insurance.

Attributes:

- Guided by a clear set of Core Values and Behaviors - Humble, Hungry, Mission Driven and People Smart, you will join an impressive group of individuals and contribute your diverse set of experiences, skills, and characteristics to the organization
- Accepts guidance and responds well to feedback
- Displays maturity, good judgment, enthusiasm, and personal motivation
- Strong interpersonal skills including the ability to anticipate workload and effectively cultivate and leverage relationships with colleagues to meet deadlines
- Collaborative entrepreneurial spirit, ability to multi-task and prioritize concurrent projects and day-to-day tasks within a high production and fast-paced environment.

Submit Cover Letter and Resume to: jobs@amaad.org

The AMAAD Institute is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.