



## **HOUSING NAVIGATOR & COMPLIANCE ASSISTANT**

Organization: The AMAAD Institute  
Type of Work: Full-Time  
Location: Los Angeles, CA

Arming Minorities Against Addiction & Disease (AMAAD) Institute facilitates personalized individual access to programs and services that foster safe and supportive healthy environments for people to live, learn, and develop to their fullest potential. AMAAD was incorporated through a peer-based framework, and over the years has harnessed its collective human and material resources to serve multifaceted communities through transitional housing, Behavioral Health programming, and advocacy, while utilizing an approach that is especially relevant to those whom are disproportionately affected.

AMAAD is seeking a dynamic individual to serve as The Housing Navigator/Compliance Assistant, (HN/CA) working under the direction of the Navigation Support Service Manager. The HN/CA plans and coordinates services, identifies appropriate housing options, and interacts with landlords and other organizations on behalf of residents. They use a comprehensive knowledge of housing and other supportive services to facilitate linkages before, during, and/or after permanent housing has been established, and works with residents to enhance their skills in utilizing these various resources. The successful candidate will have a strong knowledge of case management, experiencing engaging and negotiating with landlords, and able to effectively lead both direct and indirect engagement efforts.

Like all AMAAD employees, The Housing Navigator/Compliance Assistant should demonstrate a strong commitment to the mission and values of AMAAD and should have substantial expertise in all areas of responsibility. Come join an organization that is approaching a decade of offering quality programming and services for the LGBTQ+ community within South Los Angeles – unapologetically.

### **KEY RESPONSIBILITIES**

#### Support Services and Relationship Management

- Conduct and/or review intake assessments for each resident accessing services to evaluate housing needs, history, and service/support needs;
- Collaborate with residents in determining personal goals and plans to achieve those goals through the development of an Individual Action Plan – assessing service that address the needs and goals of the plan including but not limited to: Mental/Physical health services, mainstream benefits, education, employment, legal services, and vocational training, etc.;
- Provide housing stabilization services to residents including the following, but not limited to: Money Management, life skills, accessing transportation, understanding lease agreements, and self-advocacy.

#### Operational

- Participate in coordination meetings and other plan related meetings;
- Enter data in required databases, compile and submit reports that track residence status and support services provided;
- Communicate with Navigation of Support Service and Compliance Managers, any tenant issues, safety hazards, program issues that may impact occupancy and/or tenant safety, and request from the city of Los Angeles, and any surrounding community issues that may impact AMAAD housing prosperities;
- Actively participate in annual org-wide campaigns and lead team to successful participation in satellite engagements to increase human and material resources;
- Other duties as assigned.

#### AMAAD Organizational Responsibilities

- Demonstrate enthusiasm for AMAAD Institute and a strong commitment to its mission

in a manner that is intentionally inclusive of BIPOCs, those with intersectional identities, especially LGBTQ+ and/or gender nonconforming people;

- Be an active team member supporting other staff members;
- Participate in AMAAD satellite teams, based on talent, skills, and interest.

#### **SKILLS AND ABILITIES**

- Demonstrated success navigating local affordable housing resources and subsidies;
- Enthusiastic team builder with strong leadership skills including: comprehensive knowledge of state, county, city, and community resources including housing options, locations, and availability, as well as health, mental health, government benefits, employment, and transportation resources, among others.
- Ability to cope/resolve conflicts and crisis situations;
- Flexible, resilient, self-starter with a good sense of humor.

#### **EXPERIENCE AND EDUCATION**

- Two (2) years of experience in direct service case management/navigation;
- Bachelor's degree, welcomed, or the combination of education, training and experience commensurate with others in this position;
- Ability to work in a high-paced environment with continual distractions;
- Functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

#### **COMMITMENT:**

- Monday through Friday, approximately 9:00AM – 5:00PM (occasionally later with some weekends depending on programming)

#### **COMPENSATION:**

- (\$26 - \$30) commensurate with experience and internal equity. All employees are eligible for annual performance-based salary increases. Because we value staff tenure in each role, we do not currently cap salary ranges.
- We offer a comprehensive benefits plan, covering the employee premium for medical, dental, and vision plans. Other benefits include life insurance, generous vacation time and paid holidays, professional development, and a 401K retirement plan with an up to 5% match.

AMAAD Institute is an equal opportunity employer. Black and Indigenous People of Color (BIPOC), and those with intersectional identities, especially Lesbian, Gay, Bisexual, Transgender, Questioning/Queer (LGBTQ+), gender nonconforming people, and allies are encouraged to apply.

#### **HOW TO APPLY**

Qualified candidates please email a cover letter and resume to [jobs@amaad.org](mailto:jobs@amaad.org). Please include all documents as one pdf file and use 'Housing Navigator & Compliance Assistant' in the subject line.