

## Homelessness Prevention Resource Navigator

### Our Mission:

Family Promise of Morris County is a non-sectarian, not-for-profit organization dedicated to ending the crisis of homelessness faced by Morris County families by partnering with public and private agencies, religious congregations and community volunteers to provide shelter, case management and mentoring services leading to self-sufficiency.

### Job Description:

The Homelessness Prevention Resource Navigator is a highly responsible professional position within our Rapid Rehousing and Homelessness Prevention Team that provides housing stabilization services, including assessment, case management, advocacy services, and landlord liaison activities, to families and individuals at risk of homelessness. The individual will also coordinate with the Housing Resource staff on relocation services as needed. The position is grant-funded and part-time (20 hours/week). The Resource Navigator will work as part of a dynamic, innovative team that embraces a creative environment.

**Reports to:** Director of Rapid Rehousing and Homelessness Prevention

### Duties:

- Responsible for providing a positive role model and offering support and guidance in life skill development
- Crisis intervention
- Assist with management of HUD/ESG-CARES grant and other Rental Assistance programs by providing case management, housing services, and other supportive services to program clients and maintaining complete and accurate documentation of service objectives and outcomes in accordance with grant rules and regulations and agency policies and best practices
- Establish treatment programs with clients by setting schedules, coordinating services and arranging access to resources including transportation
- Advocate for needed services and entitlements and obtaining additional resources
- Maintain client records, review case notes and track progress
- Monitor clients progress by participating in interdisciplinary meetings and evaluations
- Support clients' graduation by reviewing and strengthening discharge plans, coordinating discharge and post-discharge requirements, and providing resources
- Improve treatment results by studying, evaluating and re-designing processes; implementing changes; and rewriting policies and procedures as needed
- Meet program budgets by monitoring expenses and implementing cost-saving actions
- Prepare reports by collecting, analyzing and summarizing data and trends and compiling statistics

- Update job knowledge by participating in educational opportunities, reading professional publications and participating in professional organization
- Enhance organization's reputation by accepting ownership for accomplishing new and different ideas and exploring opportunities to add value to job accomplishments

**Additional Responsibilities:**

- In-home visits
- Providing client transportation
- Opening and closing the Day Center
- On-call responsibilities
- Attendance at agency events
- Working with volunteers
- Solicitation of in-kind donation items

**Skills/Qualifications/Requirements:**

- BSW or Related
- Bilingual a Plus
- Effective Verbal and Written Communication
- Efficient/Timely Documentation Skills
- Attention to Detail
- Proficiency in Microsoft Office
- Effective Decision Making
- Conflict Resolution
- Integrity, Commitment and Passion
- Ability to Work Independently or Within a Team
- Flexibility
- Experience Working Directly with Low-Income or Homeless Families Preferred
- Maturity, Sense of Humor, Common Sense and the Ability to Relate Well to Others
- Background Check, Fingerprinting, Valid NJ Driver's License and Vehicle Required

**How to apply:**

Cover letters and resumes should be sent via email to [info@familypromisemorris.org](mailto:info@familypromisemorris.org). *Please note that faxes, phone calls, or hard copies will not be accepted.*