

Partners for Peace
HOUSING NAVIGATOR

The staff operates by consensus in a collaborative manner. Each employee is assigned to a team which is led by a member of the Leadership Team. All staff strive to incorporate into their programs the input and experiences of people affected by domestic violence and abuse.

Purpose of position: The Navigator has primary responsibility for Emergency Shelter and Housing Assistance Program (ESHAP) Navigator services.

Status: Exempt

Team: Residential

Location: Bangor

Specialized responsibilities of this position:

1. Act as Primary Navigator for the agency; coordinate and provide ESHAP services, ensuring compliance with current Maine Housing program and reporting guidelines. Maintain current understanding and awareness of housing resources, available vouchers, housing regulations, and providers.
2. Provide landlord and community outreach in both counties.
3. Facilitate the Rent Smart curriculum for ESHAP participants as needed.
4. Work directly in partnership with shelter guests, transitional housing residents, and services only partners to assess needs, safety plan, and create goals identified by the individual to address barriers and obtain safe, stable, permanent housing.
5. With Residential Team Advocates, coordinate Housing Stability Plan goals.
6. Provide general housing information and act as a housing resource for specialized advocacy to agency advocates and to people experiencing homelessness because of domestic abuse and violence.
7. Provide crisis intervention, ongoing housing planning, and advocacy backup to shelter guests and transitional housing residents in collaboration with Residential Team Staff.
8. Perform other duties as assigned.

Minimum qualifications for this position:

1. Basic requirements as listed in Responsibilities of All Staff.
2. One year's case management or housing navigation experience strongly preferred.
3. Must have reliable transportation and proof of insurance; travel is required.

Common responsibilities of all positions:

1. Deliver direct services to people affected by domestic abuse.
2. Deliver community education programs.
3. Participate in interagency networking and other activities as indicated by agency needs and individual job responsibilities, including but not limited to the Maine Coalition to End Domestic Violence.
4. Participate in organizational activities including staff meetings, committee meetings, in-service training, peer evaluations, and program planning.
5. Participate in recruitment, screening, training, and support of volunteers.
6. Report and/or compile statistics and units of service accurately and timely.
7. Participate in fiscal management of the organization and/or program.

Requirements common to all positions:

1. Successful completion of the organization's core direct service (hotline) training
2. Understanding of domestic violence and abuse
3. Understanding of and ability to maintain confidentiality
4. Willingness and ability to employ the self-help model of service delivery
5. Reliable transportation and required insurance
6. Willingness and ability to work flexible hours, including some nights and weekends
7. Capability to provide 24 hour confidential hotline coverage as scheduled
8. An understanding of requirements of funding for one's position and the organization in order to participate in meeting those requirements
9. Ability to work effectively as a member of a team and participate in consensus decision making
10. Effective written and oral communication skills
11. Basic computer skills
12. Comfort with diverse populations

Partners for Peace is an Equal Opportunity Employer