



## **BILINGUAL HOUSING NAVIGATOR**

Safe Shelter of St Vrain Valley is seeking a full-time Bilingual Housing Navigator. We are seeking an individual who is passionate about the prevention of interpersonal and family violence, victim advocacy, and has a strong desire to work with victims of relationship abuse and positively impact the lives of others.

This individual is responsible for supporting survivors of domestic violence and their families in Safe Shelter's Housing Accessibility Program through case management, community advocacy, and appropriate community referrals for individualized needs in order for clients to achieve self-sufficiency.

We provide opportunities for ongoing professional development and training. We offer the opportunity to improve our community and the lives of individuals affected by domestic violence.

**Key responsibilities** include, but are not limited to:

- Screen survivors for eligibility for housing programs.
- Provide crisis intervention, advocacy, referrals, and counseling as needed.
- Meet regularly with individual housing participants to assist them in setting personal goals.
- Address survivors' immediate and long-term self-sufficiency needs.
- Develop case management plans with survivors.
- Facilitate weekly skill building workshops for clients.
- Collaborate with community organizations to identify and engage presenters/volunteers to create workshops for skill building.
- Develop and update a calendar of workshops.
- Provide survivors with appropriate community referrals to meet immediate and ongoing needs.
- Provide advocacy and application support to survivors accessing benefit assistance services through Boulder County Housing & Human Services (i.e., TANF, SNAP, CHP+, CCAP )
- Closely collaborate and coordinate with Boulder County Department of Housing and Human Services, Longmont Housing Authority, City of Longmont, Boulder Housing Partners, the Inn Between, and SPAN's Transitional Housing Stability Program regarding unit availability, application processes, program guidelines, etc. related to supporting survivors in accessing community housing programs.
- Maintain orderly files and case notes within Safe Shelter's database to ensure proper and accurate data for reporting purposes.
- Regularly attend committee meetings and collaborate with other community organizations.
- Assist with training and supervision of volunteers.
- Support an organizational environment based in respect and ethical communication.
- Participate in bi-monthly staff meetings, team meetings, case review, and regular supervision with the Program Supervisor.

- Other duties as assigned by the Program Supervisor or Executive Director.

**General Qualifications:**

- Domestic violence and trauma-specific counseling knowledge and skills for crisis-intervention and case management.
- Excellent interpersonal, leadership, and community-building skills.
- Bilingual (English/Spanish), required.
- Experience working with substance abuse/addiction issues, landlord/tenant issues, and matching housing programs with the specific needs of each family/individual.
- Competent computer skills, MS Office, required.
- Experience working with affordable housing programs.
- Bachelor's Degree in counseling or related field, plus two-year work experience in human service delivery programs or any equivalent combination of education, work or life experience.

**Position Status:** Full-time, salaried. Benefits include PTO; health, dental, vision and life. This position is supervised by the Outreach Program Director. Starting salary is \$33,250.

Send Cover Letter and Resume to:  
jane@safeshelterofstvrain.org

We Are An Equal Opportunity Employer: It is the policy of Safe Shelter of St Vrain Valley to provide equal opportunity for all qualified persons and we will recruit, hire, train and promote into

all job levels the most qualified individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, or other protected status under any federal, state, or local law.