



BILINGUAL HOUSING NAVIGATOR

Position Summary: Safe Shelter of St Vrain Valley is seeking a Bilingual Housing Navigator. This position is responsible for supporting survivors of domestic violence and their families in acquiring safe housing through Safe Shelter's Housing Accessibility Program. Duties include assessment of client needs, case management, victim advocacy, and collaboration with community partners. This grant funded position also requires consistent and detailed record keeping.

We are seeking an individual who is passionate about the prevention of intimate partner violence; who is invested in victim advocacy, and who will join us in working to create a community where everyone has the right to live free of exploitation, intimidation, and abuse.

Key responsibilities include, but are not limited to:

- Provide crisis intervention, education, advocacy, case management, and referrals.
- Assess applicants' eligibility for housing programs.
- Identify participants' immediate and long-term self-sufficiency needs.
- Meet regularly with participants to assist them in setting and attaining personal goals.
- Develop case management plans with participants, focusing on attaining self-sufficiency and violence-free living.
- Provide appropriate community and inter-agency referrals to meet immediate and ongoing needs.
- Provide advocacy and application support to participants who need to obtain assistance through Boulder County Housing & Human Services, i.e., TANF, SNAP, CHP+, CCAP.
- Closely collaborate and coordinate with local and regional housing programs regarding unit availability, application processes, program guidelines, etc. to effectively support participants in accessing housing.
- Maintain orderly files and case notes within Safe Shelter's database to ensure proper and accurate data for reporting purposes.
- Regularly attend community meetings related to housing issues.
- Support an organizational environment based in respect and ethical communication.
- Participate in staff meetings, team meetings, case review, and regular supervision with the Program Supervisor.
- Assist with training and supervision of volunteers.
- Other duties as assigned by the Program Supervisor or Executive Director.

Required Qualifications/Experience:

- Knowledge of domestic violence and trauma-informed advocacy.
- Skill in crisis-intervention and case management.
- Excellent interpersonal, leadership, and community-building skills.
- Experience working with affordable housing programs and landlord/tenant issues preferred.
- Competence in computer skills, MS Office
- 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.
- Proficiency in both English and Spanish required.

Position Status: Full-time; Salaried; Non-exempt. Benefits include generous PTO as well as health, dental, vision, and life insurance. This position is supervised by the Outreach Program Director. Starting salary is \$33,500.

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.