**Housing Navigator (Full-Time)**

***The REACH Center - Tacoma, WA, United States***

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| ***Effective August 2019*****Organization Description:** The REACH Center is Pierce County, Washington’s "one-stop" youth service provider for young people ages 16-24 seeking to further their education and careers. Based in Tacoma, The REACH Center brings resources from multiple community organizations and regional colleges together under one roof to support youth ages 16-24 with educational opportunities, career advancement support, and housing resources. **Position Description:**Under the supervision of the REACH Center’s Housing 4 Success Program Manager, the Housing Navigator is responsible for supporting youth and young adults experiencing homelessness and/or household instability to navigate the private rental market, identify feasible housing options, and work with landlords and rental companies. This position will be 40 hours per week and is contingent on renewed funding from private foundations. **Responsibilities:*** Provide housing navigation to youth and young adults at the REACH Center.
* Participate in collaborative meetings to discuss individual housing client cases.
* Research open units as prospective units for REACH participants.
* Conduct outreach to landlords and rental agencies to build connections.
* Support housing navigation-related administrative functions.
* Conduct and coordinate match meets for potential room mates.
* Collaborating with other agencies to assist youth and young adults with housing needs.
* Educating youth and young adults on landlord/ tenant laws
* Other duties as assigned.

**Experience Required and Desirable Skills:*** High level of cultural competency as it relates to youth of color and/or LGBTQ+ identifying youth and young adults
* High degree of emotional maturity particularly as it relates to working with marginalized populations of youth and young adults
* Ability to work with landlords, property management companies, and individuals of varying skills and backgrounds
* Possess knowledge of landlord and tenant laws
* Data management and analytical skills
* Ability to organize and prioritize multiple tasks
* Ability to work as part of a team and adapt to changing needs, priorities, and timelines
* Excellent oral and written communication skills with strong attention to detail
* Flexibility and adaptability with work schedule, which includes some evenings
* Bachelor’s or associate’s degree in education, social work, counseling, sociology, psychology, education, or a related field is preferred
* Washington Drivers License and business-use vehicle insurance required by time of hire

**Competencies:**1. ***Accountability:*** Ability to operate with integrity and manage tasks and relationships in a manner that meets job requirements and program outcomes. Commitment to maintaining required reporting and tracking systems in timely, thorough and accurate manner.
2. ***Collaboration:*** Ability to participate as an active member of the staff team and develop strong relationships with partner organizations.
3. ***Communication:*** Strong written and oral communication skills, including openness to feedback, and ability to present information concisely and effectively, both verbally and in writing.
4. ***Flexibility:*** Ability to adapt to changing needs, priorities, and timelines. Willingness to accommodate a flexible schedule and to adjust schedule for evenings and weekends events.
5. ***Organization:*** A self-starting and energetic person with the ability to gracefully manage deadlines, priorities, and multiple projects and work independently. Requires time management skills, systems thinking and implementation and ability to set priorities.
6. ***Professional Development:*** ​ A person who continuously seeks to expand skills and competencies and who holds a commitment to improving effectiveness by giving and receiving feedback about professional growth areas.
7. ***Self-care / Trauma Stewardship:*** A person who operates with a high degree of emotional maturity and implements practices of self-care while caring for others as to mitigate the impact of secondary trauma.
8. ***Social-Political Awareness****:*Holds a strong social, racial, gender, sexual orientation, and economic justice analysis and framework with demonstrated cultural responsiveness and is committed to recognizing and working on individual areas of privilege, oppression, and self-care.

**Salary:** $38,000 - $42,000 annually DOQ**How to Apply:** Email a one-page cover letter, your resume, and three references (including one current or past supervisor and one current or past professional colleague) to: jobs@reachtacoma.org  |

Please entitle your email: Housing Navigator

**Additional Information:**

The REACH Center is fiscally sponsored by the nonprofit Tacoma Community House. While all work-related duties will be performed at and for The REACH Center, this position will be filled by Tacoma Community House, one of the longest-serving nonprofits in Tacoma. Tacoma Community House is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. TCH is an equal opportunity employer and service provider and does not discriminate on the basis of race, color, sex, age, religion, creed, disability, national origin, political or union affiliation, marital status, sexual orientation, Vietnam era veteran status or other non bona fide job requirement. Applicants in need of accommodations are encouraged to call (253) 383-3951. Tacoma Community House is an equal opportunity employer.