

---

# COLORADO HEALTH NETWORK INC.

---

## Job Description

<b>Position:</b>	Housing and Employment Navigation Specialist
<b>Classification:</b>	Non-Exempt
<b>Reports to:</b>	Housing Programs Manager
<b>Location:</b>	Denver, CO
<b>Starting Salary:</b>	\$42,848

**Position Summary:** The Housing and Employment Navigation Specialist at Colorado Health Network will work to strengthen CHN's connection with local governments and community housing organizations by identifying additional resources for the HIV+ community, and interfacing with staff at DCHN to aid clients in locating available housing opportunities while strengthening landlord/tenant relationships, whenever possible.

The Specialist will provide updates to DCHN Case Managers, and other AIDS Service Organizations as appropriate, and field CM requests for assistance with clients in the process of locating new or affordable housing opportunities. This is done through a variety of assessments, tracking tools and direct client service provision with DCHN clients, and other HIV+ clients as referred by other community AIDS Service Organizations.

The Specialist will work with DCHN's clients and Case Managers towards meeting specific and clearly established housing goals. The Coordinator may provide housing related workshops and training to staff and/or clients, when appropriate. The Specialist may meet with Occupancy Coordinators, general Case Managers, and clients to assist with housing readiness, identifying additional housing opportunities in the community, coordinating referrals to landlords and locating potential properties that may help the client establish permanent, safe and secure housing.

### Examples of Essential Duties:

- Facilitates and conducts public meetings with stakeholders.
- Attend community meetings as identified by the Housing Programs Manager and/or the Director of Housing
- Create weekly and/or monthly community updates for both internal staff and external community partners
- Outreach and grow landlord relationships/collaborations to increase and maintain opportunities for permanent, safe and secure housing for clients
- Develop and present housing related workshops and trainings to staff and/or clients as indicated
- Develop and present income stability related workshops and trainings to staff and/or clients as indicated
- Maintains and updates a resource directory of affordable housing options for both internal staff and external community partners.
- Provide a coordinated housing search of private market housing and/or subsidized housing programs for clients who are homeless or at-risk of homelessness

- Establish and utilize linkages to CHN and other community-based programs to assist in the stabilization of clients
- Assist clients in securing income through the development of resumes, cover letters, and job searches
- Engage all clients by understanding and addressing their needs whether within or outside the scope of work.
- Assists in linking clients to services/programs and other community agencies/programs
- Oversee the resource center to ensure the professionalism of the environment
- Enforce standards associated with confidentiality within the resource center.
- Maintain the overall appearance of the resource center: straighten publications and materials, update bulletin boards, etc.
- Advocate for needed services on behalf of clients
- Prepare charts and forms in accordance with HOPWA and CHN policies and procedures
- Attend mandatory trainings and meetings
- Participates in client conferencing and clinical supervision when indicated must be willing and available to travel locally.
- Answers phones, takes messages, routes calls, and disseminates information.
- Compiles various information from correspondence and documents for Management reports.
- Works in partnership with Case Management teams, residents/clients, CHN Housing Staff and other stakeholders within public housing communities to identify and address and find solutions for pressing quality of life issues.
- Works with clients to identify their housing needs and desires and provides individualized support/resources to assist in the realization of those goals.
- Work with clients to stabilize their income by helping those eligible for public benefits (SSI, SSDI, Medicaid, Medicare, etc.) apply.
- Performs other related duties as assigned.

**Qualifications:** Experience providing case management services in a social service or supportive housing setting preferred. Experience with harm reduction, motivational interviewing, cultural inclusivity, and trauma-informed care. Proven ability to apply crisis intervention and de-escalation skills. Knowledge/experience of housing subsidy programs preferred. Bilingual in Spanish preferred.

**Education:** Bachelor's degree in Human Services, Social Work, Psychology, or related field preferred. Candidates with lived experience may be used in lieu of educational requirements.

**Software Utilized:** Experience working with basic office and database computer programs, including familiarity with Microsoft Office Suite, and the internet.

**Knowledge, Skill and Ability:** Knowledge of and sensitivity to HIV / AIDS challenges. Proficient in written and verbal communication. Completion of HIV 101 training required. Bilingual Spanish-speaking preferred. Highly organized and detail oriented. This position requires personal and professional accountability; self-management and initiative; dedication to quality improvement, professional integrity and research ethics, and cultural competency. Must demonstrate accuracy, and efficiency. Must demonstrate effectiveness in the following areas: task management; teamwork; time management; and communication with teams, managers, clients, and company consultants. Ability to uphold respect for client's autonomy to make decisions about their health and housing choices. Must have flexibility, creativity, collaborative nature, and a positive

workplace attitude in a small team dynamic. Also, strong critical thinking, active listening, and problem-solving skills to address complex situations.

**Material and Equipment Directly Used:**

Works with computer workstations, laptops, servers, and standard office equipment. Works with software, including electronic health records, client/patient data systems, word processing, spreadsheet and presentation software as well as with online systems. Communicates with partner organizations and vendors using the telephone, e-mail, the Internet, and fax.

**Physical Demands and Work Conditions:**

Works in an office environment in Denver with occasional travel via automobile or airplane to offsite locations. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding.

*As employees of a charitable organization, CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents & donors and by participating in CHN events/activities in a way that is meaningful to each employee.*

**General Benefits Description:**

We offer full-time employees a comprehensive benefits plan that includes: Health Insurance, Dental Insurance, Vision Insurance, 403(b), Legal Shield, FSA, Life Insurance, EAP, Long-Term and Short-Term Disability.

**How to Apply**

Please email a cover letter and resume (subject line must be "Housing and Employment Navigation Specialist") to the Human Resources Department at [HR@coloradohealthnetwork.org](mailto:HR@coloradohealthnetwork.org).

All offers of employment are subject to the completion of a criminal background check. Colorado Health Network is an Equal Opportunity Employer (EOE).

**Closing Date: 3/2/2021**