



**Organization:** Friends In Deed

**Title:** Temp Housing Navigator

**Department:** Street Outreach and Housing

**Reports To:** Director of Street Outreach and Housing

**Employment Status:** Full-time, 9/80 schedule, 25 week assignment

**Hourly Rate:** \$23-24

**Location:** Pasadena, CA

**About Friends In Deed:**

Friends In Deed (FID), a social services agency which celebrated its 130th anniversary in 2024, focuses on reducing and preventing homelessness and alleviating the effects of poverty for the community's most vulnerable citizens. FID operates five programs: Food Pantry, The Women's Room (a day shelter for homeless and at-risk women), Street Outreach and Housing, Bad Weather Shelter, and Eviction Prevention and Rental Assistance. Friends In Deed is committed to providing compassion, connection, and dignity for all clients experiencing times in their lives when they need assistance most.

**About the Position:**

The Temp Housing Navigator conducts housing related activities with a focus on chronically homeless and highly vulnerable individuals. They will provide services to single adults and/or families. They will provide services and interventions, within scope of practice, to clients in need of assistance. They will also address the individuals' immediate needs and work to engage them in reducing their housing barriers. The Housing Navigator is organized, skilled in time management, has solid communication skills, works well as a team, is eager to learn, takes direction well and is passionate about working with this population. This position will enhance existing housing navigation services to provide interventions appropriate to the client's individual needs.

**Primary Responsibilities:**

- Conducts housing navigation activities to engage chronically homeless individuals toward pursuing permanent housing options.
- Creates budgets and housing plans with homeless individuals.
- Provides assessments and interventions when indicated, using Recovery Model and Trauma-Informed Care, among other like philosophies as basis for interventions.
- Assists individuals with collecting documents necessary for applying for shelter or permanent housing.
- Attends case conferencing meetings to coordinate services with other providers.
- Connect individuals to external supportive services as needed such as mental health, health, substance abuse, legal, employment, etc.
- Document services and complete data entry into HMIS database.
- Provide linkage to mainstream resources, such as DPSS or Social Security Disability.
- Provide transportation assistance for the purposes of achieving housing goals.
- Conduct follow-up activities related to personalized housing plans.

**Physical and Mental Requirements and Work Environment:**

- Work indoors in a temperature controlled environment as well as outdoors in various weather/driving conditions and settings.

- Climb stairs, move and walk to various locations.
- Able to work as part of a team and collaborate with others inside and outside the agency.
- Ability to work effectively under time constraints, prioritize work, take direction, multi-task, and adapt to changing work demands.
- Ability to respond effectively to sensitive inquiries or complaints and make mandated reports.
- Ability to travel to off-site meetings and appointments.
- Knowledge of housing issues in San Gabriel Valley preferred.
- Current knowledge of social work practices and principles related to best practice standards and social work code of ethics.

**Knowledge, Skills, and Abilities:**

- Ability to communicate effectively both verbally and in writing.
- Requires use of a computer, email and basic computer programs (for spreadsheets, word processing, virtual meetings etc.).
- Ability to accurately enter client data and notes in HMIS Homeless Management Information System.
- Proficient with office communication equipment and machines (telephone, copier, calculator, personal computer, computer printer and scanner).
- Possess valid California driver's license.
- Experience working with homeless individuals, preferably in an outreach/navigation capacity.
- Experience and high level of comfortability working with individuals that are using substances or experiencing mental health concerns.

**How To Apply:**

Research shows that members of underrepresented groups often apply to jobs only if they meet 100% of the qualifications. Friends In Deed recognizes very few individuals ever meet 100% of the qualifications for any given role; therefore, we encourage candidates with some or most of the qualifications to apply.

Please send a resume and cover letter to Tish Inong at [tishi@friendsindeedpas.org](mailto:tishi@friendsindeedpas.org)

**Application Deadline:**

Friday, February 28, 2025

**Anticipated Start Date:**

March 2025

*Friends In Deed is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. We embrace and celebrate the spectrum of our employees'/volunteers'/clients' age, color, ability or disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, neurodiversity, and other characteristics that make our employees/volunteers/clients unique.*