



The mission of Tri-CAP is to expand opportunities for the economic and social well-being of our residents and the development of our communities.

## **Housing Navigator Wanted**

We are looking for a compassionate, enthusiastic, and motivated person to provide professional, courteous customer service by ensuring efficient and effective enrollment in coordinated entry systems and subsequent movement of participants from crisis response to stable housing.

Primary responsibilities of this full-time position will include:

- \*Connect participants to coordinated entry and coordinate all relevant services to ensure stable housing.
- \*Conduct assessments and explain program services.
- \*Accurately review, verify, prepare, maintain and ensure all necessary program documentation is in place, in a timely manner, to determine eligibility.
- \*Work with participants on housing search, completion of housing/rental applications, addressing barriers to housing eligibility, understanding lease requirements, etc.
- \*Provide renter education and budget/counseling services.
- \*Assist participant with moving preparations, securing utilities and other services.

**Starting wage is \$14.79 per hour and includes a comprehensive benefits package**



## **Qualifications**

- \*Two (2) years post-secondary education and one year of human services related experience OR equivalent combination 3 years education/experience.
- \*Awareness of economic and cultural issues facing customers.
- \*Knowledge of community resources.
- \*Excellent customer service, verbal and written communication, and organizational skills.
- \*Proficiency in Microsoft Office Suite and agency software products.
- \*Ability to build community and customer relationships.
- \*Ability to work independently and as part of a team.
- \*Ability to travel throughout our service area.
- \*Bi-lingual (Spanish or Somali) preferred.

## **For application materials contact:**

For application materials, visit our website: [www.tricap.org](http://www.tricap.org) or email us at [hr@tricap.org](mailto:hr@tricap.org)  
Applications must be received no later than February 23, 2018.

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