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| <b>Job Title</b>        | Housing Navigator   |
| <b>Employer/ Agency</b> | The Salvation Army  |
| <b>Job Description</b>  | <p><b>The Salvation Army</b>, an internationally recognized non-profit, faith-based organization, has an opening for a <b>Housing Navigator</b> for the Houston Area Command, located in Houston, Texas.</p> <p><b>Job Summary</b></p> <p>The Housing Navigator is responsible for working closely with the Case Management Coordinator- Team in order to assist homeless individuals and families participating in the housing program through The Salvation Army Houston Area Command. The position travels to homeless encampments, homeless shelters, and other places not meant for human habitation throughout the Greater Houston Area to identify homeless individuals and families referred through the Coordinated Access System-The Way Home. The position also provides guidance and direct assistance to individuals and families to gather required documentation, identification, and completion of leasing application process for a successful move-in; Acts as liaison to maintain relationship with clients, Case Management Coordinators, other Salvation Army service resources and landlords and property management; transports individuals and families as appropriate.</p>   |
| <b>Qualifications</b>   | <p><b>Knowledge, Skills, and Abilities</b></p> <p>Knowledge of the principles and practices of social service case management. Knowledge of social service resources and agencies in the community. Knowledge of effective communication and motivation practices. Ability to work with the public encompassing all types of behaviors. Ability to interview clients and to obtain pertinent information. Ability to supervise and monitor the case management services provided by others in order to ensure compliance with funding requirements. Ability to prepare and maintain accurate and complete case notes and client records. Ability to plan, organize, and prioritize work in order to accomplish work in compliance with quality standards and deadlines. Ability to build and maintain effective and professional working relationships with clients and community agencies. Ability to work well with clients and volunteers of diverse cultural and socioeconomic groups, respect confidentiality, able to work within ethical and legal parameters of social services. Ability to support the philosophy, goals, and objectives of The Salvation Army.</p> <p><b>Education and Experience</b></p> <p>High School Diploma or G.E.D. required, with an associate's degree from an accredited college or university in Human Services, Social Work, Substance Abuse, or related direct service related field preferred, And One year experience in accessing homeless and other indigent social services, Or any related equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Certifications: Valid State Drivers License</p> <p><b>Physical Requirements/Working Conditions</b></p> <p>Ability to meet attendance requirements. Ability to read, write, and communicate the English language effectively. Ability to communicate clearly and effectively both orally and in writing. Ability to effectively and efficiently work on multiple cases at the same time without becoming frustrated disorganized. Ability to drive a Salvation Army vehicle safely observing all laws, regulations, and policies.</p> <p>Duties are usually performed by combinations of sitting, standing and walking on a frequent change basis.</p> <p>Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects (less than 25 lbs.) frequently. Working Conditions: Work may be</p> |

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|                         | <p>performed in a normal office environment or substandard office environment where there may be physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like. Works involves living and traveling within a community impacted by physical and/or economic destruction and despair.</p> <p>Additional Comments:</p> <p>All employees recognize The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.</p> <p>All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.</p> <p>Equal Opportunity Employer Minorities/Women/Veterans/Disabled</p> <p>When an application is selected for review, typically, only applicants who indicate the relevant education and experience requirements, as indicated in the job description for the position, may be considered for job openings. Please FULLY complete the application, answer questions completely, honestly and to the best of your ability. Please also upload a copy of your resume (when available). Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Human Resources Department at the applicable location.</p> <p>We appreciate your interest in employment opportunities with The Salvation Army!</p> |
| <b>Salary/Hours</b>     | Full time, 40hours   |
| <b>Address</b>          | 1500 Austin Street   |
| <b>City, State, Zip</b> | Houston, TX 77002  |

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| <b>Contact Person</b>     | Avery Reffell   |
| <b>Contact Title</b>      | HR Manager  |
| <b>Telephone Number</b>   | 832-201-8038  |
| <b>Email Address</b>      | <a href="mailto:Texhou.HR@uss.salvationarmy.org">Texhou.HR@uss.salvationarmy.org</a>  |
| <b>Application Method</b> | Please visit our career website : <a href="https://salvationarmyhouston.org/houston/careers">https://salvationarmyhouston.org/houston/careers</a> |
| <b>Opening Date</b>       | Immediately   |

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