

## JOB OPPORTUNITY

**Position:** Creating Moves to Opportunity  
Family Navigator  
**Reports to:** Director of Housing Services Program  
**Hours:** 40 hours/week, flexible schedule with some weekends & evenings

### 1. JOB SUMMARY

Creating Moves to Opportunity (**CMTO**) is a pilot project which aims to improve long-term outcomes of children by evaluating strategies that support Housing Choice Voucher (HCV) families in moving to higher opportunity neighborhoods. In partnership with Seattle and King County Housing Authorities, this project will provide and evaluate strategies that reduce barriers and level the playing field for families with children trying to access higher opportunity areas throughout King County.

Using a directed and supportive education and engagement model, the Family Navigator will provide opportunity area education, marketability coaching and housing search assistance to families referred by the Housing Authorities.

The Family Navigator must possess high levels of cultural competency and/or sensitivity to ensure the program's goals of educating and coaching families to remove barriers to leasing in opportunity neighborhoods are met.

Family Navigator hired under this program must be willing to provide services under a flexible work schedule.

### 2. JOB RESPONSIBILITIES/ACCOUNTABILITIES

Provide culturally competent services within a research setting to families with children referred by the Seattle and King County Housing Authorities from the Housing Choice Voucher waitlist.

Services will include the following:

- Conduct housing needs assessment and service planning with the family;
- Conduct opportunity area education to families;
- Conduct tenant marketability coaching with families;
- Provide services to families in both one on one and group settings;
- Conduct neighborhood tours in designated opportunity areas of Seattle and King County;
- Refer families for necessary services that are outside the scope of this project;
- Maintain case records regularly;
- Communicate iterative feedback related to services provided and intervention components;
- Coordinate interpreter supports as needed.
- Perform other duties as assigned.

#### **Program Development Support**

- Assist in program development activities and planning and partner activities and meetings.
- Attend trainings as assigned including educational and professional development.
- Attend and represent the organization at community events/meetings.
- Collaborate and develop relationships with service providers and community based organizations.
- Actively participate in staff meetings, team meetings and agency events.

#### **3a. COMPETENCIES, KNOWLEDGE AND ABILITIES:**

- Knowledge of federal, state and local laws, rules and regulations related to the specific assignment, program or function
- Knowledge of agency policies, procedures, and program services
- Knowledge of local housing resources and social services
- Knowledge of applicable software including but not limited to MS Office and database programs at intermediate or advanced level
- Ability to relate effectively and respectfully with people from diverse backgrounds and to promote a culturally diverse environment;
- Ability to communicate effectively both verbally and in writing with a wide variety of audiences
- Ability to work collaboratively across teams
- Ability to respectfully engage with participants
- Ability to interpret and apply laws, regulations, policies and procedures
- Ability to work independently under minimal supervision and guidance
- Ability to provide services following study treatment protocols
- Ability to plan, organize and prioritize work to meet schedules and deadlines
- Ability to establish and maintain cooperative and effective working relationships with a wide and diverse group of people
- Ability to perform administrative duties requiring independent judgment and analysis
- Ability to maintain confidentiality

#### **3b. REQUIRED QUALIFICATIONS**

- Bachelor's in Social Work or related field or equivalent education
- At least one year experience in provision of social services
- Valid Washington State Driver's License
- Automobile with current Washington state insurance and ability to transport clients

Please send your resume and cover letter to *example\_email* by November XX, 2017