

## 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

**Duration:** Pilot Research Project ends December 31, 2019

**Compensation:** Exempt Position: \$41,600.00-\$45,760.00, annual (DOE)  
Attractive Health and Vacation benefits

### 1. JOB SUMMARY

Creating Moves to Opportunity (**CMTO**) is a pilot project which aims to improve educational success and economic wellbeing 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.

### 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;
- Provide education to families on neighborhoods with high opportunity;
- Prepare families to present themselves professionally in the rental market;
- 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 electronic 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.

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

- Background/ familiarity working effectively and engaging respectfully with people from diverse backgrounds
- Possess high levels of cultural competency and strong networking skills to ensure the program's goals of educating and coaching families in order to successfully lease in opportunity neighborhoods
- Communicate effectively both verbally and in writing with a wide variety of audiences
- Work collaboratively across teams and independently under minimal supervision and guidance
- Interpret and apply federal, state and local laws, regulations, policies and procedures
- Provide services following study treatment protocols
- Plan, organize and prioritize work to meet schedules and deadlines with attention to detail and follow through
- Perform administrative duties as required that necessitate independent judgment and analysis
- Maintain confidentiality

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

- Bachelor's Degree in Social Work or related field or equivalent education
- At least one year experience in provision of social services
- Knowledge of applicable software including but not limited to MS Office and database programs at intermediate or advanced level
- 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 [cjames@interimcda.org](mailto:cjames@interimcda.org). Position will remain open until filled. First round of applications will be reviewed after October 30, 2018.