



**Position:** HUDVASH Housing Navigator - SSVF  
**Location:** New York, NY  
**Reports to:** Assistant Director of Housing and Data Quality  
**Hours:** Full-time, 40 hours per week, some evenings/weekends required

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### **About Jericho Project**

Inspired by the belief that transformation can occur in every individual, Jericho Project was founded in 1983 to help New York City address and end homelessness among men, women, and families. Jericho Project steadfastly works to advance its mission by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential.

In its 39-year history, Jericho has grown from its genesis as a small housing program to a comprehensive agency providing over 400 units of supportive housing, as well as significant life-changing services to over 2,000 homeless and at-risk adults and children throughout New York City.

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### **About the Position**

Jericho Project is seeking an experienced and driven individual to join the Supportive Services for Veteran Families (SSVF) Program as the HUDVASH Housing Navigator. The HUDVASH Housing Navigator will be responsible for assisting very low-income veterans with identifying and obtaining safe and affordable housing opportunities. The incumbent will be responsible for developing and cultivating housing leads and resources through community agencies, landlords and real estate brokers willing to accept program participants with little or no income. The Housing Navigator will also work with immediate veteran family members, the VA, NYCHA, HPD, and HRA to ensure housing is secured and maintained in a timely and efficient manner.

### **Responsibilities:**

- Conduct housing intakes and assessments with veterans referred from the VA HUDVASH team and other VA staff to assess housing needs and preferences utilizing a Housing-First approach.
- Work with high-risk veterans in hotels to move into permanent housing quickly, ideally within 45 days.
- Engage in phone and field-based outreach to assigned veteran households, including engaging with clients in shelter and other settings
- Develop and cultivate strong relationships with housing resources, including landlords, brokers, and real estate agencies.
- Provide hands-on housing counseling and placement assistance to enable veterans to find suitable housing, including identifying viable housing options, scheduling veterans for apartment viewings, conducting inspections (virtually when possible), assessing rent reasonableness, and conducting neighborhood research throughout NYC and surrounding areas.
- Assist HUDVASH recipients with the process of securing housing including but not

limited to, coordinating and attending apartment interviews; acquiring and submitting apartment applications, supporting documentation, and forms; navigating the various rental subsidy and inspection processes; securing applicable move-in assistance; and coordinating move-ins with landlords and other relevant stakeholders

- Advocate on behalf of the veterans with landlords and brokers to overcome any issues or challenges to securing suitable housing.
- Provide participants with listings of potential housing options in alignment with participants housing needs and geographic preferences
- Encourage all households to fully understand and review housing options in areas of higher opportunity where units are generally more expensive but could be supported by HUDVASH because of exception payment standards
- Assist with securing resources for security deposit, broker's fees, moving expenses, bedding, and household items through referrals and completion of all initial Financial Assistance Requests for veterans receiving Temporary Financial Assistance at move-in. Ensure that all required supporting documentation is present in the request.
- Collaborate as a member of the larger Jericho Project team and serve as a housing resource expert as needed.
- Serve as point-of-contact for landlords; work with HUDVASH Social Workers and clients to resolve issues affecting client's ability to maintain housing and positive landlord/tenant relationship
- Assist clients with approved HUDVASH vouchers by making housing referrals, contacting providers, and attending housing interviews.
- Help to conduct orientation sessions with new participants to explain housing rules and regulations and lease obligations, as well as housing quality standards and housing assistance policies.
- Computes housing assistance payments, tenant rental amounts, utility reimbursements, and rent increases in order to satisfy program guidelines and landlord requests using knowledge of program regulations.
- Performs re-examinations, interim interviews and verifies income to determine and maintain eligibility with federal and city guidelines and regulations;
- Maintains and inputs case notes in AWARDS to reflect housing services provided in a timely manner.
- Prepares monthly statistical reports to track housing placements and other data as mandated.
- Maintain accurate, comprehensive and current documentation and provide reports as needed.
- Collaborates and attend weekly/monthly meetings with HUDVASH social workers, other SSVF grantee housing navigator staff as well as in-house team meetings.
- Perform reasonable related duties as assigned.

## **Requirements:**

- High school diploma required; Associate or Bachelor's degree preferred but will consider extensive experience in lieu of education
- 2-3 years relevant experience working with landlords, brokers and the rental market in NYC preferred
- Strong computer skills as some assignments are being completed hybrid at this time.
- Ability to work independently and maximize time while conducting field work.
- Experience in social and economic problems related to housing needs for those in a lower income bracket.
- Demonstrated knowledge of challenges faced by special populations, including mental health disabilities, low income and homelessness; experience working in a multi-racial, low-income community preferred.
- Demonstrated interpersonal flexibility, teamwork, customer service aptitude and excellent oral and written communication skills.
- Knowledge in motivational interviewing
  - Ability to prioritize responsibilities, handle multiple projects simultaneously and delegate responsibilities when appropriate
  - Knowledge of housing subsidies, rules, regulations, and affordable housing industry in NYC strongly preferred.
  - Strong organizational and multi-tasking capability, proven ability to achieve results.
  - Proficiency in Microsoft Office Suite required.

## **Compensation:**

Salary is commensurate with experience. The range for this position is \$50,000 - \$52,000 annualized. This position is **Non-Exempt**.

## **COVID Guidelines:**

The Jericho Project is committed to ensuring the safety of its staff, interns, vendors and clients. As per the CDC guidelines' full compliance, all new/incoming staff are required to be fully vaccinated and possess the ability to provide documentation upon their 1st day of hire.

To be fully vaccinated means:

1. 2 weeks after their second dose in a 2-dose series such as: Pfizer or Moderna.
2. 2 weeks after a single-dose vaccine, such as: Johnson & Johnson's

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

We grant accommodations according to the law.

**How to Apply:**

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department

Jericho Project

Job Code: **HUDVASH Housing Navigator**

245 W. 29<sup>th</sup> Street, Suite 902

New York, NY 10001

Fax 646.624.2301

careers@jerichoproject.org

**No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*