

Position Description
Coordinated Entry System Housing Navigator
Santa Fe Office of New Mexico Coalition to End Homelessness

Job summary:

The Housing Navigators are part of an 8 person team that operates a coordinated entry system which helps people experiencing homelessness connect to appropriate housing as quickly as possible. The Navigators are based in Santa Fe with occasional travel to participating agencies in other parts of the state. This job can be done partially or mostly from home. We have openings for Navigators in three areas of concentration: youth, Santa Fe, and rural New Mexico.

Job Responsibilities:

- Outreach to homeless people to conduct Coordinated Entry intake assessments
- Work with partner agencies to provide training on use of coordinated entry
- Provide Connection services such as:
 - Outreach and Engagement
 - Arranging Transportation
 - Locating Housing Options
 - Connecting and Transitioning
- Assist with social media outreach to homeless people especially youth
- Coordinate and build relationships with community partners including Native American communities.
- Gather documentation necessary for housing placement
- Enter data collected from the Coordinated Entry common assessment tool into the HMIS database
- Assist with case conferencing meetings to help connect clients to housing providers.
- Maintain a case load of participants looking for housing.
- Review Homeless Management Information System (HMIS) data for accuracy, completeness and updating information accordingly.
- Travel to other communities in New Mexico to train participating agencies.
- Be assigned to a specialty within coordinated entry for youth, rural or Santa Fe
- Maintain confidentiality of all privileged information.
- Performs other incidental and related duties as required and assigned.

Full time:

40 hours per week, Monday through Friday 8:30am to 5pm or as arranged with supervisor.

Qualifications:

- High school diploma.
- At least 2 year's experience in human services.
- Lived experience of homelessness helpful and can be used to substitute for education and work experience.
- Must be proficient in computer applications including Microsoft Office with proficiency in Excel.
- Experience in use of social media.
- Knowledge in data entry and database reporting.
- Proven ability to work independently and as an effective and collaborative member of a team.
- Possess an understanding of and practice cultural sensitivity while providing direct services.
- Reliable transportation and proof of a valid and current New Mexico Driver's License and current insurance along with a clean MVD record required.
- Due to working with vulnerable people, candidates must be willing to undergo a background check.

Compensation: \$45,000 to \$48,000 annual salary. Benefits include health, dental, vision, retirement plan and paid time off.

To apply: email a cover letter (can be in the body of the email), resume, and three professional references with phone numbers and email addresses to careers@nmceh.org.

Diversity and equity are important to ending homelessness. The NM Coalition to End Homelessness is passionate about building and sustaining an inclusive and equitable working environment for staff, clients, and partner agencies. We believe every member on our team enriches our diversity by exposing us to a broad range of knowledge and experiences that allow us to design and deliver stronger services and support in ending homelessness in New Mexico. With this in mind we welcome applicants with lived experience of homelessness, people of diverse racial and ethnic backgrounds, people who are differently abled, and LGBTQ people.