



Transforming Lives & Communities in the "D."
One Home at a Time

Community & Home Supports

220 Bagley St., Suite 600
Detroit, MI 48226

Job Title: Resource Navigator

Hours: Full-time Exempt

Reporting Relationship: Coordinated Entry Programs Manager

Duties and Responsibilities:

- Attaining and maintaining a comprehensive understanding of government regulations concerning the definition of homeless, chronically homeless, and at risk and how they apply to federal, state and local homeless services programs.
- Understanding and practicing the Housing First model.
- Maintaining relationships with our community partners.
- Developing and maintaining relationships with external organizations.
- Coordinating services with community partners.
- Meeting with homeless people at their primary nighttime residence to complete assessment and provide navigation services.
- Maintaining case documentation for each client file as required.
- Ensuring all assigned client files are entered into and updated in the HMIS and other data systems.
- Ensuring all assigned client files are organized and up to date.
- Transporting and accompanying a clientele to access community resources as necessary.
- Attending team meetings.
- Attending relevant community meetings, expositions and conferences as needed.
- Participating in required initial and ongoing training.
- Reviewing and evaluating all cases with Lead Resource Navigator.
- Assuming other relevant tasks as assigned.

Education & Experience:

College education is helpful, but not required. Candidates that are certified with the State of Michigan as a Peer Support Specialist; have lived experience being homeless; and/or have experience working directly with individuals and families that are homeless, diagnosed with a mental illness, battling substance abuse, or experiencing other trauma-related issues are encouraged to apply.

Strong interpersonal and written communication skills and the ability to use computer software programs is necessary. Ability to interpret and apply complex government regulations and ability to negotiate outcomes.

Physical Demands:

Physical tasks are minimal. There will be long periods of time spent using a computer.

Contact:

Send current résumé, cover letter, and references as attachments by email or US Post to:

ATTN: Human Resources
Community & Home Supports, Inc.
220 Bagley, Ste. 600
Detroit, Michigan 48226
(FAX): (313) 332-4143

EMAIL: resume@chsinc.org

(Please reference position title only in the subject line)