



Transforming Lives & Communities in the "D,"
One Home at a Time
Community & Home Supports
220 Bagley St., Suite 600
Detroit, MI 48226

Job Title: Lead Outreach 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.
- Daily functions, operations, and activities of CHS's Coordinated Entry (CE) programs.
- Partners and coordinates CHS's CE activities with the Detroit CoC's CE Lead Agency.
- Develops community relationships designed for the support of CE programs and CHS's mission.
- Collaborates with CoC and other community partners to streamline processes and leverage resources.
- Assists with ensuring CE programs comply with program standards.
- Assisting management with renewing coordinated entry programs and applying for additional funding.
- Develops and implements methods of data collection and analysis to evaluate programs and increase funding opportunities.
- Measures the efficiency and effectiveness of CE programs.
- Responsible for generating program reports as required.
- Provides training and supervision to staff.
- Works closely with CE Programs Manager to report on CE activities and coordinate them with CHS's mission and goals.
- Assists the management team in developing and implementing methods to improve service delivery.
- Assumes other tasks commensurate with abilities and experience 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)