



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

Community & Home Supports

220 Bagley St., Suite 600
Detroit, MI 48226

Job Title: 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.
- Maintaining relationships with our community partners.
- Developing and maintaining relationships with external organizations and entities.
- Coordinating services with community partners.
- Meeting with homeless people at their primary nighttime residence for assessment and navigation services.
- Maintaining appropriate case documentation and ensuring that accurate assessments and reports are completed in accordance with program standards.
- Ensuring all documentation is entered into the HMIS or other appropriate databases.
- Providing additional services such as transportation or accompanying clientele to access resources.
- 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 Outreach Navigator prior to case closures.
- Case file entry, exit, and audits.
- Assuming 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)