



County of Siskiyou

Behavioral Health Services Housing Navigator I

CLASS CODE	2521	SALARY	\$20.41 - \$26.07 Hourly \$1,632.80 - \$2,085.60 Biweekly \$3,537.73 - \$4,518.80 Monthly \$42,452.80 - \$54,225.60 Annually
BARGAINING UNIT	Miscellaneous	ESTABLISHED DATE	December 11, 2024
REVISION DATE	December 11, 2024		

Description

***The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.***

For exact salary information please refer to the current salary schedule. [County Website](#)

Definition:

The Housing Navigator assists individuals experiencing homelessness in reducing barriers to housing and accessing permanent housing that suits their specific needs. Strong client engagement skills are essential for working with a complex and diverse population. The position requires effective communication and teamwork with both internal and community partners. Additionally, strong organizational skills and computer literacy are needed to track and manage client data and assist clients with online applications.

Distinguishing Characteristics:

This is the entry and first working level in the Behavioral Health Housing Navigator class series. Incumbents are responsible for assisting clients experiencing homelessness in reducing barriers to housing and accessing permanent housing. When incumbents have demonstrated sufficient work skills or/and gained related educational experience, they can be eligible for promotion to the Behavioral Health Housing Navigator II level. This classification is distinguished from the Behavioral Health Housing Navigator I class in that Behavioral Health Housing Navigator II incumbents are expected to provide a broader array of client support services, have additional training/education requirements, and be responsible for an assigned specialty area.

Reports to:

Behavioral Health Systems Administrator, Program Manager, or Supervising Behavioral Health Specialist.

Classification Supervised:

This is not a supervisory class.

Examples of Duties

The Housing Navigator will provide navigation services to help clients achieve housing stability. This role will support residents of the micro-shelter village in Yreka, as well as other individuals experiencing homelessness throughout Siskiyou County. The Housing Navigator is responsible for finding stable housing for clients, assisting them with the application and move-in process, and helping them maintain their housing. This role is expected to

form strong working relationships with local property managers and landlords, to increase the amount of housing available and maintain housing placements. Duties may include, but are not limited to the following:

To assist clients in finding housing, the Housing Navigator will:

- Build professional relationships with landlords and other local housing providers to identify rental opportunities and offer permanent housing options for clients.
- Work with clients to assess their housing needs and develop an action plan.
- Address and reduce barriers to securing housing, including supporting clients in improving their credit scores and rental histories.
- Help clients explore the rental market for affordable options and advocate for clients with potential landlords.

To help clients secure and move into housing, the Housing Navigator will:

- Assist with completing housing applications and collecting client references
- Help gather necessary move-in documentation
- Conduct housing inspections and assist with transportation needs
- Coordinate with various subsidy programs as available and applicable to the client.

To help clients maintain housing, the Housing Navigator will:

- Know each client's individual housing plan
- Maintain and update client records
- Conduct client housing retention interviews
- Provide tenant education and other ongoing supports
- Perform other duties as required

Knowledge of:

- Strong customer service approach.
- Knowledge of or willingness to learn client engagement techniques such as Motivational Interviewing, Harm Reduction, and Housing First Principles.
- Knowledge of or willingness to learn about Siskiyou County housing resources.
- Strong communication skills.
- Moderate skills in a Microsoft Windows environment, including use of Microsoft Office suite (Outlook, Word, Excel, PowerPoint).
- Proficiency in verbal and written communication in English.
- Moderate to advanced problem-solving skills.

Ability to:

- To work in a variety of work settings.
- Implement sound judgment to support making appropriate decisions to benefit clients.
- Prioritize tasks and complete them on a timely basis with minimal supervision.
- To deal with change and seek out opportunities to support clients.

Typical Qualifications

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- High school diploma or equivalent.
- Excellent people skills and customer service orientation.

- Experience working with individuals who have a history of homelessness, substance use, and mental health challenges is preferred but not required.
- Property management or real estate experience is a plus.
- Lived experience with homelessness is a plus.

Special Requirements:

- Possession of, or ability to obtain, a valid California driver's license.

Supplemental Information

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Typical Working Conditions

Work is performed in office, clinic, or community environments; work is performed with people who may exhibit unstable and potentially violent behavior; continuous contact with other staff and the public.