

**PLEASE POST**



## **AVAILABLE POSITION**

**DATE: JANUARY 27, 2023**

**APPROVED BY: EMILY PROVANCE, DIRECTOR OF HUMAN RESOURCES**

**JOB TITLE: HOMELESS NAVIGATION SPECIALIST**  
**REPORTS TO: HOMELESS NAVIGATION SUPERVISOR**  
**DEPARTMENT: PARTNERSOLUTIONS**

**FSLA STATUS: NON-EXEMPT**  
**CLASSIFICATION: CLASSIFIED**  
**LAST REVISION: JANUARY 2023**

### **Homeless Navigation Specialist**

The Homeless Navigation Specialist position is responsible for day-to-day operations of the Coordinated Entry System (CES) and Homeless Management Information System (HMIS) for the Homeless Continuum of Care of Stark County (HCCSC), in accordance with Housing & Urban Development (HUD) regulations. This individual will conduct intakes, assessments and provide referrals to housing-related and other services within the community.

### **What we offer:**

StarkMHAR offers the more traditional "government" benefits that are appealing to many, and is also committed to recruiting, engaging and developing a diverse, high-quality staff. Some, but not all of the many employee-friendly features of employment at StarkMHAR include: Health benefits beginning the 1<sup>st</sup> month after start date; enrollment in the Ohio Public Employee Retirement System (OPERS); vacation and sick leave accrual from employee's first day; several personal and paid holidays observed annually; year-round staff development opportunities; and educational assistance. In an effort to promote work/life balance and offer staff greater flexibility, most StarkMHAR positions are eligible for remote work and/or alternate work schedules.

### **How we work:**

- StarkMHAR collaborates and partners. We strive to be thought leaders and conveners of various community-based systems and professionals.
- StarkMHAR promotes equity and inclusion. We engage with diverse partners to reflect consumer voice and community needs with cultural and linguistic competence.
- StarkMHAR innovates. We fund and promote evidence-informed practices and pilot projects which foster new models of service delivery.
- StarkMHAR employees act with integrity. We are uncompromising in our ethical practices.
- StarkMHAR perseveres. We pursue our goals even when it is difficult.
- StarkMHAR believes in hope, wellness and recovery for everyone. StarkMHAR is empowered by the State of Ohio to plan, develop, fund, manage and evaluate community-based mental health and addiction services. Federal, state and local funds are utilized to ensure mental health and addiction prevention, and treatment and recovery support services are available to individuals and families in Stark County.

### **The successful candidate will:**

- Conduct an initial evaluation of participant's housing status, needs, and resources and, as appropriate, use developed diversion skills to redirect participants to immediate resources outside of the (CES);
- Gather demographic, situational and financial data from participants who are entering the Coordinated Entry System (CES) and enter data into HMIS and CES;
- Complete eligibility and needs assessments for individuals and families entering the CES and enter data into HMIS, and triage emergent needs identified through the assessment process;
- Help participants navigate housing and support service opportunities who are not currently directly participating in the CES;
- Maintain a central prioritization list of participants awaiting housing in emergency shelter and/or other housing;

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- Open records and cases in the HMIS and CES, meeting federal requirements for data needs and follows all privacy and security requirements;
- Provide information and referral assistance to callers from secondary and post-secondary institutions, social service agencies, law enforcement, emergency services, behavioral health organizations, courts, hospitals, religious entities, etc. regarding participants needing homeless services and/or housing.
- Maintain and monitor bed inventory and prioritization list to refer households based on available openings, household needs and project requirements;
- Assist in projects with data entry needs including programs and services, training and troubleshooting access difficulties;
- Provide customer service support to shelters, other area agencies, county and federal entities related to shelter and services for homeless individuals and families and for those at risk of homelessness;
- Assist in promoting cultural & linguistic competence within the Stark County community;
- Work congenially and cooperatively with coworkers and the public; maintain a working knowledge of the Homeless Continuum of Care of Stark County policies and procedures;
- Perform other duties as requested including attending training and community meetings as directed by the supervisor.

### Who we are seeking:

An individual with knowledge of office practices and procedures, keyboard accuracy and speed, and proficiency in Google Workspace and Microsoft Office is required. Must also possess an excellent customer-service approach and attitude. Experience with homeless individuals, cultural and linguistic sensitivity, and trauma -informed training preferred.

Associates degree in communication, social work or other similar discipline, or equivalent experience required. Experience in phone or direct interviewing of individuals is required.

### Physical Demands

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile, and prepare work documents, set-up and maintain work files. Should be capable of moving up to 40 lbs. Travel by automobile will be required occasionally.

### Working Conditions

Work performed in a general office environment. May require availability for additional hours during peak periods. May require work in a shared office environment. Requires periodic participation and attendance at organization sponsored events and meetings.

### Conditions of Employment

The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by StarkMHAR. An applicant with a positive test result will not be offered employment. Applicant will also be subject to any other requirements of Ohio law.

**Salary:** StarkMHAR Grade 1: \$31,200 to \$43,680      **Suggested Starting Salary:** \$31,200 to \$37,440

**Hours:** 40 hours Monday – Friday between 8 a.m. – 5 p.m. with a ½ to 1-hour unpaid lunch. Alternative scheduling may be available.

**Application Deadline:** Until Filled

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Apply online at [www.StarkMHAR.org/about/jobs](http://www.StarkMHAR.org/about/jobs) or <https://www.applicantpro.com/openings/starkmhar/jobs>

OR MAIL RESUME TO:

**Attention: Human Resources Department**

**Stark County Mental Health & Addiction Recovery**  
121 Cleveland Ave. SW  
Canton, Ohio 44702

**EOE/Minorities/Females/Vet/Disabled**