



## Supportive Housing Shelter Navigator

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Would you like to be part of the premier organization in Snohomish County? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing a wide range of services for victims and facilitating social change. Every day our staff, volunteer teams, and Board of Directors work side-by-side to determine the needs for our agency.

### GENERAL SUMMARY

The Supportive Housing Shelter Navigator provides housing support for referred clients and residents of DVS's confidential shelter who are victims of domestic violence (DV).

### ESSENTIAL DUTIES:

- Coordinate individualized housing needs assessment for all referred clients and work with the clients to develop individualized housing plans and address barriers.
- Provided a combination of peer crisis counseling, brief case management and planning, connection to community resources, financial assistance and ongoing assessments for health and safety risks for families leading to placement in a safe and stable housing.
- Work with the family to identify an alternate and safe housing arrangement to resolve family's housing crisis and remove the need to enter the emergency shelter.
- Identify appropriate permanent housing options for clients.
- Assist clients with housing applications, complete supportive and subsidized housing paperwork, and advocate for clients with prospective landlords.
- Maintain a positive relationship with community partners.
- Maintain accurate and confidential client case records. Maintain accurate and timely statistics and documentation to meet program goals and contractual requirements.
- Participate in program, department and agency meetings and relevant trainings.
- Facilitate domestic violence support group as assigned.

### OTHER DUTIES:

- Attend staff meetings, retreats and trainings as requested by Supervisor.

### MINIMUM QUALIFICATIONS:

- Experience working with families in crisis, preferably in a residential setting.
- Understanding of domestic violence issues and victim's needs.
- Ability to make decisions and exercises sound judgment.
- Demonstrated skills in written and verbal communication.
- Ability to provide culturally appropriate services to people from diverse backgrounds.
- Ability to work as a member of a team as well as independently.
- Bi-lingual capability preferred
- Basic computer skills including Microsoft Office, working knowledge of Internet and e-mail



- Reliable transportation, a valid Washington State Driver's License, insurance and ability to drive clients
- Alignment with DVS's Mission, Vision, and Values Statement\*
- Ability to sit at desk or in vehicle for periods of time. Can stand; walk; use hands to finger, handle, or feel; reach and extend with hands and arms to thoroughly access housing and facilities. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

This is an hourly position with pay range starting at 37,190 to 39,456 annually. This position reports to the Supportive Housing Manager. The typical schedule may vary slightly, DVS hours are Monday through Friday, 8:30am to 5:00pm. DVS provides a comprehensive salary and benefits package that includes health insurance, long term disability, and generous paid vacation and sick leave.

To be considered for the position, candidates should review the Mission, Vision, Values statement\*, submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations to:

Domestic Violence Services of Snohomish County  
P.O. Box 7  
Everett, WA 98206

Fax 425-258-5976 or email at: [admoffice@dvs-snoco.org](mailto:admoffice@dvs-snoco.org)

Only candidates that meet the posted qualifications will be contacted by our recruiter.

\* <http://dvs-snoco.org/wp-content/uploads/2017/08/Vision-Mission-Values.pdf>

*DVS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.*