



Housing Navigator (Part-Time; Temporary Contract Position) Jane Doe Inc., the Massachusetts Coalition Against Sexual Assault and Domestic Violence

Jane Doe Inc. (JDI) is a vibrant and effective statewide social justice coalition that is working to create a world free of abuse. With our 62 member programs, other state and territorial sexual and domestic violence coalitions, and key local and national partners, JDI strives to create social change by addressing the root causes of violence and promoting justice, safety, and healing for survivors. At its core, our work includes public policy and systems advocacy, prevention and movement building, messaging and communications, membership services, training, and education. JDI's member programs provide advocacy and support to tens of thousands of survivors each year in the Commonwealth. Guided by the voices of survivors, JDI brings together organizations and people committed to ending sexual and domestic violence.

POSITION SUMMARY:

The Housing Navigator position is a temporary contract position for six (6) months (with the possibility of an extension to be determined by JDI). The Housing Navigator will support, receive guidance and supervision from the MA Safe Housing Initiatives Manager in the implementation of a housing pilot project. The successful candidate will work with a social justice lens and must be detail oriented, exhibit grace under pressure, welcome diverse perspectives, have a sense of humor and will have demonstrated ability to work independently and remotely in a collaborative team environment.

JDI's office is located in Boston, MA and is open for limited onsite work. Candidates will be expected to be based in Massachusetts and/or neighboring New England states with the ability to commute to Boston as required and work in a hybrid setting, dependent on public health guidance. There may be some limited onsite work for meetings. Initial temporary hours will be 15 hours a week, increasing to 25-30 hours depending on the work as determined by JDI.

KEY RESPONSIBILITIES:

- Work in collaboration with MA SHI Manager and SA/DV (Sexual Assault/Domestic Violence) housing advocates in the JDI's membership organizations to identify participant eligibility for a Section 8 Pilot Program.
- Maintain and monitor all confidential participant information.
- Provide general information regarding housing search and screening processes.
- Interact effectively with the SA/DV housing advocates, community organizations, private landlords and staff at private multi-family property management companies and local housing authorities.
- Maintain communications with housing authorities, landlords and multi-family private management companies responsible for administering affordable housing options. Contact these providers on a regular basis to remain informed of available housing and accept a housing choice voucher (formally known as Section 8).
- Assist SA/DV housing advocates to locate and attain safe, affordable housing and assist with applications to funding to acquire move-in costs when necessary.

QUALIFICATIONS:

- Effective understanding of the impacts of systemic racism, cultural and socioeconomic diversity, and oppressive systems on vulnerable populations.
- Associates degree in Human/Social services or the equivalent combination of education, training, and experience. Bachelor's degree preferred.
- Minimum 2-3 years of experience within the rental, housing assistance, or other public assistance program or social service environment.
- Knowledge of the issues related to homelessness and housing.
- Lived experience of homelessness, partner violence, or representative of community who has experienced systematic marginalization, is a plus.
- Knowledge of housing navigation skills and understanding of community-based resources and how to effectively navigate these resources.
- Valid driver's license and/or access to reliable transportation for periodic travel to meetings.

PREFERRED SKILLS:

- Experience with affordable housing programming and related systems and experience accessing housing opportunities and subsidy programs for homeless individuals.
- Experience supporting housing advocates with government assistance agencies, housing authorities, private landlords and/or realtors.
- Proficient in all Microsoft Office Suite, including Outlook and Excel and Google Suite (Teams).
- Ability to communicate effectively both orally and in written form.
- Demonstrated ability to effectively manage changing priorities.
- Ability to be flexible & manage time effectively.

COMPENSATION:

\$35-\$45/hour; Compensation is commensurate with experience. This position is non-exempt from the wage and overtime provisions of the Federal Fair Labor Standards Act. This position qualifies for legally mandated benefits.

TO APPLY:

Candidate must live in or be able to commute to Massachusetts as JDI is currently partially remote. Please send resume and a thoughtful cover letter to jobs@janedoe.org. Please include the position title "Housing Navigator Contract Position" in the subject line of the email. Qualified applicants will be interviewed on a rolling basis.

Jane Doe Inc. is an equal opportunity/affirmative action employer, committed to values of inclusion, empowerment, and social justice. As a multicultural organization, we actively encourage applicants who represent the broadest range of diversity. Bilingual candidates are encouraged to apply. AA/EOE/ADA