



## Job Description

Radiant Futures is an equal opportunity employer

<b>Job Title</b>	Housing Navigator
<b>Reports to</b>	Associate Director of Housing
<b>FLSA, Pay</b>	Full-Time; Non-Exempt; \$22.44/hour

## Agency Overview

Originally founded as Women’s Transitional Living Center (WTLC) in 1976, Radiant Futures is the oldest domestic violence program in Orange County and the third oldest in the nation. Originally established as an emergency shelter, Radiant Futures has since evolved into a multiservice organization dedicated to ending the cycle of violence through a trauma-informed, survivor-driven approach. Today, we are equipped to respond to the nuanced needs of survivors of both domestic violence and human trafficking, and we continue our tradition of evolving to meet their needs through the constant pursuit of innovative programs and evidence-based best practices.

Our programs fall under three major categories: Bridge Housing, Supportive Services, and Community Education and Advocacy. Through our three-fold approach, Radiant Futures strives to meet the needs of survivors of any gender, their children, and survivors often not served by other programs. Uniquely tailored to the needs of survivors and their families, our programs are rooted in the understanding that there is no one-size-fits-all approach to safety, recovery, and self-sufficiency.

## Position Summary

Under the direction of the Associate Director of Housing, the Housing Navigator is responsible for identifying and transitioning survivors into a full range of permanent housing opportunities, including individual apartments and shared housing. The Housing Navigator will work as a lead for a housing team that works closely with landlords to identify units.

## Essential Duties

- Provide guidance and support to survivors in the searching for and securing of housing utilizing their housing stabilization plan and personal goals.
- Assist clients with housing applications, complete supportive and subsidized housing paperwork, survey rental market for affordable housing, and advocate for clients with prospective landlords.
- Support participants in creation and evaluation of safety plans, provide education on their rights, and connect them to community services and resources.
- Support recruitment and marketing efforts of potential properties noting restrictions/qualifications to support survivors in identifying appropriate housing solutions.

- Maintain client-related data-tracking systems (Apricot) and logs, including case notes, and complete data entry to ensure compliance with program outcomes, effective treatment plans, and service delivery goals.
- Act as a liaison between the various housing authorities and landlords when assisting clients navigate various subsidized housing options.
- Facilitate problem solving for client conflicts, encourage and model appropriate housing interactions, and mediate conversations that lead to conflict resolution.
- Communicate effectively with other team members.
- Attend all required trainings to enhance knowledge and skills and keep informed of the organization's plans and programs, as assigned.
- Monitor and support participant's progression through their housing search plan.
- Create and maintain lists of available housing options.
- Act as a liaison between various housing authorities and landlords.
- Gain knowledge of the rules and regulations of various housing programs.
- Recruit and train potential landlords for shared-living tenancies.

## Qualities & Qualifications

- Bachelor's degree in Sociology, Human Services, Psychology, or related field.
- Experience serving diverse communities.
- Minimum of two (2) years of professional experience in the social services sector.
- Bilingual in one of Orange County Threshold Languages required:
  - Spanish, Vietnamese, Korean, Arabic, or Farsi.
- 40-Hour Domestic Violence Training Certified within 90 days of hire.
- Has not been a participant of Radiant Futures' (formerly WTLC) services for at least three (3) years.
- Possession of a current and valid California driver's license, a car, liability insurance which meets California State minimum requirements and an acceptable driving record.
- Successful completion of a pre-employment background check.

## Compensation & Benefits

This is a full-time, non-exempt position, \$22.44 an hour.

We provide 2 weeks PTO to start which increases over time (3 weeks after 2 years, 4 weeks after 5 years, 5 weeks after 10 years); 4 wellness paid days, 1 civic engagement paid day, and 12 paid holidays

Alternate work schedule (4 days/ 10 hours) option available

Generous benefits including 100% covered in Radiant Futures' sponsored health, dental, vision, and AD&D insurance with Employee Assistance Program; and 403(b) retirement plan with up to 4% match after 1 year of service.

## Our Commitment to Diversity and Inclusion

At Radiant Futures, we believe outstanding people are the key to our success. We value a diverse and

inclusive workplace, and strongly encourage people of color, LGBTQIA+ individuals, gender non-conforming individuals, and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age.

**Working Conditions and Physical Requirements** Alternate work schedule (4/10) or regular (5/8) schedule, flexible to work evenings and weekends, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.

To be considered for this position, please email a cover letter and resume to [careers@radiantfutures.org](mailto:careers@radiantfutures.org) with "Housing Navigator" in the subject line. No phone calls please.

For more information on Radiant Futures, please visit our website at [www.radiantfutures.org](http://www.radiantfutures.org).