



the **Aliveness** project

3808 Nicollet Ave S Minneapolis MN 55409

State Opioid Use Response (Housing) Job Description (SOR)

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS in Minnesota. Founded over 30 years ago, Aliveness provides important supportive services such as emergency food shelf, hot meals, case management, integrative therapies, and HIV prevention outreach/programming. In addition, Aliveness provides a physical space for people impacted by HIV to participate in educational programming, build skills and create community. We have a dynamic, mission driven staff, an atmosphere of learning and fun, and a dedication to providing a positive experience for all who walk through our doors.

Primary Responsibilities:

- This position will assist clients who are experiencing homelessness or housing instability due to opioid use disorder, with the aim of securing safe, stable housing on a short-term, intensive basis.
- Housing Navigator will facilitate access to a variety of services including housing searches; document gathering/storage, tenant/landlord education and mitigation; housing application assistance; landlord recruitment; benefit procurement; housing transportation assistance; access to the Coordinated Entry System; and other services as appropriate.
- The Opioid Housing Navigator will also make referrals to and work in conjunction with The Aliveness Project's existing supportive services such as Medical case management, and outreach/testing programs, as appropriate.

This position maintains a caseload of up to 25 individuals.

As the Opioid Housing Navigator, primary daily tasks include:

- Conduct initial assessments and program education with referrals from coordinated entry to determine eligibility.

- Create individual housing plans with program participants (alone or in collaboration with their natural supports) that supports long-term housing success.
 - Facilitate landlord engagement and develop a network of potential housing options available to program participants.
 - Assist participants in the housing search process including identifying housing options within their budget, signing up for subsidized waiting lists, setting up and attending viewings, assisting with the application, advocating for participants, education on the Opioid Housing Navigator position and corresponding supports.
 - Maintain client files including regular case notes on client interactions and weekly updates on client's housing process; collect required documentation from clients, complete data entry of client notes, process information for program reports and invoicing, etc.
 - Develop and facilitate life skills courses for clients including tenant rights and responsibilities, housing discrimination, communicating with landlords and others – or make referrals to existing programs with this material.
 - Develop a budget for housing with clients and identifying ways to increase income including supporting the employment search process and connection/education on benefits.
 - Management of Opioid Housing Navigator rental assistance, including reporting changes in rental assistance promptly to supervisor.
- Facilitate discharge process from the program including winding down rental assistance and supportive services while developing housing instability contingency plans with program participants, such as other appropriate Housing Case Management services and supports.
 - Team player with a positive attitude toward creating solutions for ending homelessness.
 - Be an active part of the Staff Liaison Team, ensuring Aliveness is a safe and welcoming space.
 - Participate in staff meetings, trainings and team wide activities and initiatives as directed by Supervisor.
 - Other duties as assigned.

Knowledge, Skills and Abilities:

- Previous experience in providing housing case management/navigator services to low-income individuals experiencing Opioid Dependence, including assessment of clients, creation of housing plans, negotiation with housing providers, navigating leases, and waiting lists and maintaining a directory of housing options.
- Experience with interdisciplinary care coordination, monitoring of health/social service delivery, and development/usage of client-centered care plans.
- Knowledge of social work and case management guidelines and issues related to working with low-income clients, including data privacy, confidentiality, and HIPAA compliance.
- Knowledge and awareness of transitional/permanent housing openings through community partners and waitlists
- Knowledge of issues and community resources related to HIV/AIDS, chemical dependency, mental health, housing, health insurance, and other barriers.
- Appreciation of and commitment to racial equity and gender inclusion in all aspects of work.
- Ability and desire to work with a diverse population.

- Knowledge of budgeting, development of resumes/employment search, and an understanding of financial benefit eligibility and application processes.
- Knowledge of homeless response systems and best practices utilized within these systems including housing first, harm reduction and progressive engagement.
- Knowledge of and skills using personal computer equipment and related software for word processing (MS Word), client database (MS Access) and spreadsheets (MS Excel).
- Skills in preparing client files, records and program reports.
- Strong and timely communication skills with both clients and other professionals.
- Skills in planning such as identifying and sequencing action steps to achieve results.
- Ability to work with clients respectfully and act in a confidential manner.
- Ability to manage, prioritize, categorize, and complete multiple tasks.
- Ability to manage stress in a proactive manner.
- Ability to transport program participants in personal vehicle.

Education: Bachelor's Degree in Health, Human Services, Social Work, or experience in related field.

Experience: Minimum one-year experience in housing case management/Navigation or social services related work.

Previous experience providing social services in a job that involved carrying a caseload and the following duties: housing assessment or placement, psychosocial assessments, interdisciplinary care coordination, resource development, development, and utilization of client-centered care plans. Knowledge of Twin Cities housing climate and resources strongly preferred.

Hours: 40 hours per week, including evening and weekend hours.

Salary: Salary range between \$38-\$45k, depending on experience. Benefits include health insurance, holidays and Paid Time Off (PTO).

Please send resumes to Daisy Degnan | Client Engagement Coordinator

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