



JOB OPPORTUNITY FOR: Housing Navigator - West Sacramento Motels

Staffing Level	Full-time position
Team	Motel Housing Team
Rate of Pay	\$20/hour
Location	West Sacramento, CA.
Benefits	Benefits package including medical/dental/vision coverage as well as paid vacation/sick time

ORGANIZATIONAL IMPACT

At Yolo County Children's Alliance (YCCA)

- All of our programs support parental resilience by making parents feel valued, acknowledged, and supported in every interaction we have with them. We also spend a lot of time focusing on parental resilience with our Step by Step/Paso a Paso home visiting and Nurturing Parenting programs.
- We promote social connections for parents and youth with programs like our Nurturing Parenting and Play School Education.
- We help families get important concrete supports in times of need by providing food, resources and referrals, Voluntary Income Tax Assistance, enrolling people in health insurance and CalFresh and providing childcare payments through our CalWORKS Child Care Subsidy program.
- Parents learn about parenting and child development and how to support children's social and emotional competence through our Step by Step/Paso a Paso home visiting, Play School Education, Developmental Screening, Nurturing Parenting, and Period of PURPLE Crying outreach programs.
- We help families and individuals secure housing and prepare those who have been homeless to live independently in a permanent residence. By providing housing support, we help build safe and nurturing households for children and families, and strengthen our community by providing individuals secure and safe homes.

ROLE IMPACT

Your impact as the Housing Navigator helps YCCA in meeting the needs of the communities we serve by providing on-site case management services to individuals and families experiencing homelessness. Through your work as an advocate, you will help program participants transition to permanent housing by providing access to key resources that help bring positive change to their lives.

A DAY IN THE LIFE OF A HOUSING NAVIGATOR

You will work with the Motel Housing team leadership to help prepare program participants to transition to permanent housing using housing first and harm reduction principles.

Daily duties may include:

- Provide regular health and safety check-ins (in person, by phone, or electronically) with program participants
- Assist with securing basic needs, such as food, healthcare, income, and stable housing
- Facilitate communication between program participants and social service programs
- Help individuals to set goals to improve their overall well-being

- Deliver resource and service information, including about COVID-19, using culturally and linguistically appropriate terms and concepts
- Provide informal support and follow-up to program participants
- Maintain accurate records and provide timely reports on participant's progress
- Follow ethical/legal standards, including confidentiality and mandated reporting
- Practice CDC health and safety guidelines for COVID-19 (wearing a mask, practicing social distancing, and frequent handwashing) and ensure that program participants adhere to these standards
- Actively participate in staff meetings and other community meetings, as indicated
- Identify, organize, maintain and disseminate information to program participants on a wide variety of economic supports, housing options, and other useful resources in Yolo County (CalFresh, CalWORKS, MediCal, Vets benefits, supportive housing options, food distribution services, etc.)

CHARACTERISTICS & SKILLS FOR A CANDIDATE TO SUCCEED IN THE ROLE

Core Characteristics

- **Collaboration:** someone who is flexible and open to different ideas, perspectives, and experiences and understand the power of working together as a team
- **Integrity:** someone who takes responsibility for their actions, is able to set clear expectations of what they can bring to the table and has respect for those they work with
- **Compassion:** someone who is an active listener and shows empathy for the diverse communities we serve
- **Inclusion & Equity:** someone who is self-aware and is motivated to reduce barriers for communities whose voices are often silenced and
- **Development:** someone who is curious and open to feedback to ensure not only personal growth but overall team success

Must Have Skills

- Proficiency with Microsoft Office applications, specifically Word Outlook and Internet applications
- Must have valid driver's license and use of own car is required as well as auto insurance
- Must be available to work weekends and evenings to meet family schedules
- Effective written and oral communication skills
- Excellent organizational skills with the ability to prioritize assignments
- Must be able to work with culturally diverse populations and can relate to people with respect for their individuality
- Clear understanding of appropriate staff/client boundaries
- Experience working successfully with issues of substance abuse, mental health, criminal background, and other potential barriers to economic self-sufficiency

Nice to Have Skills

- Knowledge of principles, practices, and Federal, State and local laws regarding homelessness including Housing First, Motivational Interviewing and Harm Reduction principles
- Familiarity with Yolo County is a plus
- Understanding of or experience with the [5 protective factors](#)
- Understanding of or experience with [trauma informed care](#)

Essential Physical Requirements

Candidates must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work daily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

Experience & Educational Background

Candidates must have at least two years of experience working with vulnerable and homeless individuals or have an Associate Degree or above in Social Work, Psychology, Social Services, or a related field.

REQUIRED FOR EMPLOYMENT

Vaccinations

At YCCA the health and safety of our people is our number one priority. That's why all offers of employment are contingent on the candidate showing proof of being fully vaccinated against Covid 19 to pass the pre-employment requirements.

County or State Required Documentation

Due to the nature of this role a successful fingerprint and background check is required.

OUR COMMITMENT TO DIVERSITY, EQUITY & INCLUSION

At Yolo County Children's Alliance, a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

We're committed to modeling diversity and inclusion for our industry sector, and to maintaining an inclusive environment with equitable treatment for all. Please [click here](#) to view our full DEI policy.

TO APPLY

Please submit an email with your resume, a list of current references and a cover letter, as separate attachments to: YCCAjobs@gmail.com. Write "West Sacramento Housing Navigator" in the subject line of your email. Your resume, references and cover letter must all be received, as attachments, in order to be considered.

ABOUT YOLO COUNTY CHILDREN'S ALLIANCE

The Yolo County Children's Alliance was established in 2002 by a resolution of the Yolo County Board of Supervisors as a way of addressing several community concerns that impact children and their families. The mission of the Yolo County Children's Alliance is to assess, coordinate and act to strengthen and support the continuum of prevention and intervention services and resources for children, youth and their families. We Are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, national origin, age, sexual orientation, marital or veteran status, physical or mental disabilities, or any other legally protected status.

YOLO COUNTY CHILDREN'S ALLIANCE
& CHILD ABUSE PREVENTION COUNCIL

www.yolokids.org



ACKNOWLEDGEMENT

I have read the contents for the Housing Navigator job description and understand this document is not a contract for employment. I also understand that this job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. I understand I may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

Further, I understand that if hired, my employment with the Yolo County Childrens Alliance is at-will, and that I or the organization may terminate my employment at any time with or without cause or notice.

Employee Signature

Date

YCCA Representative

Date