

**JOB ANNOUNCEMENT**

*Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve.  We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center!  Find out more at* [*http://www.billwilsoncenter.org/bwc\_jobs/*](http://www.billwilsoncenter.org/bwc_jobs/)

THP PLUS Housing Navigator and Maintenance Program

Bill Wilson Center’s Housing Navigator for THP+ will assist young adults ages 18 – 25 who are current or former foster youth to secure housing. Clients will be referred to the Housing Navigator by Santa Clara County Social Workers or other agencies serving foster youth. The position will be located at The HUB in San Jose and will report to the HUB/ILP Program Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Identify appropriate housing in the community for clients that is aligned with their needs and goals. This will include SILP or THP+ Non-Minor Dependent (NMD) placements.
* Collaborate with NMD Social Workers to identify what is needed for and approved placement for an NMD youth.
* Provide direct assistance to clients with housing search.
* Collaborate with Bill Wilson Center and First Place for Youth staff to locate and maximize available THP+ Non Minor Dependent housing.
* Develop and maintain inventory of appropriate housing units for clients and their families.
* Engage landlords to build and sustain relationships with Bill Wilson Center and our clients.
* Network with landlords, renter’s associations, property management businesses, and county wide housing providers.
* Guide and educate clients on how to search for, secure and maintain permanent affordable housing, including tenant/landlord rights and responsibilities.
* Provide assistance to clients with completing housing forms, applications and obtaining required verifications to determine eligibility for housing.
* Work with youth to complete a VI-SPDAT to ensure entry in the County’s Housing Management Information System (HMIS).
* Collaborate with youth’s Social Worker or Case Manager to ensure youth is supported in their new housing.
* Coordinate services and/or linkages to resources at The HUB and in the community
* Utilize ETO to enter service transactions and data needed for reports.
* Assist Program Manager with the completion of any reports.
* Ensure that site is neat and tidy and report all maintenance or safety issues to manager or Facilities Manager immediately.
* Regular attendance is a requirement of the position.
* Work closely with the County to connect eligible clients to the Family Unification Program and other programs with the Office of Supportive Housing.
* Maintain regular contact and meet monthly with the THP PLUS Aftercare social worker to assist youth in getting on the waitlist and to get access to housing services.
* Attend mandatory team meetings.
* Other duties may be assigned.

**QUALIFICATIONS:**

Real estate or Property Management experience desired. Knowledge of housing availability in Santa Clara County required. Relationships with landlords/apartments/etc highly desired. Driving is a requirement of the job - must have possession of current CA driver’s license, access to a vehicle and personal automobile insurance. Must be punctual, efficient and organized; effective and professional under pressure. Ability to balance excellent client care with meeting deadlines and ensuring positive program goals and outcomes. Experience providing services to clients of various racial, ethnic, socioeconomic backgrounds or sexual identity who are overrepresented in homeless populations as well as working in different cultural environments. An understanding of humility and respect for working with homeless youth and families. Excellent communication skills - must be personable and informative when presenting BWC programs and services. Fingerprint/background check and TB test required.

Required to be fully vaccinated with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility)

**SALARY RANGE:**

100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

**For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:**

**BILL WILSON CENTER**

**ATTN:** Resumes

**FAX:** (408) 244-4022

**Email:** [resumes@billwilsoncenter.org](mailto:resumes@billwilsoncenter.org)

**EEO:**

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC’s operations, responsibilities may be modified at any time.*