



## Housing Transition Navigator (Full Time)

*Pay: \$25/hr + mileage*

### Summary of Job Description

The Housing Transition Navigator is responsible for providing individualized, person-centered support to people with disabilities who are transitioning from congregate or provider-operated living settings into their own homes. This position supports the goals of Minnesota's Independent Living First policy by assisting individuals to identify housing options, navigate benefits and resources, develop transition plans, and successfully move into and maintain independent living arrangements.

The Housing Transition Navigator works closely with individuals, case managers, providers, landlords, and internal program staff to reduce barriers to independent living and ensure transitions are coordinated, informed, and sustainable. **This position is grant-funded through June 30, 2027 and is contingent upon continued funding.**

### Essential Job Duties

#### Individualized Housing Transition Support

- Conduct person-centered assessments to understand individuals' housing preferences, support needs, and readiness for independent living.
- Develop individualized housing transition plans in collaboration with the person served, their case manager, and support team.
- Support individuals to identify affordable and appropriate housing options, ideally in proximity to natural supports.
- Assist individuals with housing applications, tenant screenings, and related documentation as appropriate.

#### Benefits, Resources & Move Coordination

- Support individuals in understanding and accessing benefits and resources that support independent living, including rent assistance and moving-related resources.
- Assist with planning and coordinating the move process, including timelines, logistics, and connections to community resources.
- Help ensure new living arrangements are safe, affordable, and ready for move-in.

#### Collaboration & System Navigation

- Collaborate with case managers, residential providers, landlords, and community partners to support successful housing transitions.
- Coordinate closely with the Community Partnership Manager to ensure consistent messaging, referrals, and outreach.
- Serve as a resource to individuals and teams regarding independent living options and housing-related systems.

### **Documentation, Data Tracking & Reporting**

- Maintain accurate documentation of services, activities, and outcomes in accordance with grant and agency requirements.
- Track data related to individuals served, housing transitions, and outcomes to support grant reporting and evaluation.
- Communicate progress, barriers, and emerging needs to leadership and the project team.

### **Other Duties**

- Participate in trainings, team meetings, and cross-department collaboration related to independent living initiatives.
- Support continuous quality improvement efforts by identifying trends, challenges, and opportunities for system improvement.
- Perform other duties as assigned to support program and organizational goals

### **Minimum Qualifications**

- Bachelor's degree in social services, human services, housing, or a related field, or equivalent experience.
- Experience working directly with individuals with disabilities or other populations navigating housing transitions.
- Knowledge of community-based services, benefits, or housing systems.
- Strong interpersonal, organizational, and problem-solving skills.
- Ability to work independently while collaborating effectively with a multidisciplinary team.

### **Preferred Qualifications**

- Experience supporting individuals transitioning from congregate or provider-operated settings to independent living.
- Familiarity with Minnesota disability services, housing supports, or Independent Living First principles.
- Experience working in grant-funded or time-limited programs.

### **Working Conditions and Physical Demands**

- This role is full-time. Combination of office, remote, and community-based work.
- Ability to travel locally to meet with individuals, landlords, and community partners.
- Occasional evening or weekend work may be required to support individual needs.

### **Grant-Funded Position Notice**

This position is fully grant-funded and approved through **June 30, 2027**. Continued employment is contingent upon the availability of grant funding and the successful completion of grant objectives.

## **Additional Information**

In addition to salary, Reach for Resources offers excellent employee benefits.

Benefits may include:

- Generous PTO package (15 days for full-time staff) with increases each year worked
- 13 floating holidays annually (for full-time employees)
- Medical, dental, and vision insurance
- Life insurance, AD&D, critical illness, hospital, legal, accident, and pet insurance
- Retirement savings plan with company matching
- Company-paid MN PFML/Short-term Disability/Long-term Disability
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)
- Caring, supportive supervisors
- Plenty of chances to wear casual clothes
- A focus on wellness

## **Disclaimer**

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Reach for Resources, Inc. is committed to ensuring that applicants and employees with disabilities receive support. Applicants or employees must be able to meet the minimum qualifications of the position; reasonable accommodation may be provided if requested by the employee.