

Internal Posting - Open Position

Current NCO Employees and Volunteers – Eligible to Apply

Program:	Community Wellness, New Digs – Clearlake, CA
Position:	Housing Navigator <i>(Internal Job Posting to Current NCO Employees or Volunteers Only)</i>
Rate of Pay:	\$21.00 to \$25.00 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p>
Application Closing Date:	July 31, 2021 at 5:00 p.m.
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/about-us/jobs/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

*See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
Equal Opportunity Employer*

We invest in people through community action.

North Coast Opportunities, Inc.
413 N. State Street, Ukiah, CA 95482
POSITION DESCRIPTION

POSITION TITLE:	HOUSING NAVIGATOR
PROGRAM/DEPARTMENT:	COMMUNITY WELLNESS – NEW DIGS
REPORTS TO:	DIR. OF COMMUNITY PROJECTS – LAKE CO.
SUPERVISORY RESPONSIBILITY:	NONE
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	8742

I. GENERAL DUTIES AND RESPONSIBILITIES

Under general supervision of the Director of Community Projects for Lake County and in collaboration with other program team members, the Housing Coordinator position is responsible for establishing relationships with landlords and property managers in Lake County to identify possible housing units for program participants and to provide support of the on-going landlord/tenant relationships. Additional functions of the position include the development of new housing opportunities, inspection and qualification of subject properties, maintaining positive and productive landlord relationships, and representing the program in the community.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Develops and maintains relationships with local landlords and property management agencies to build and grow a network of housing options for New Digs program participants.
2. Creates and maintains a database of available properties.
3. Educates landlords and property managers regarding the housing needs of the program's participants.
4. Collaborates with designated NCO staff to market the program in order to inform and attract possible participants as well as potential landlords and property managers county-wide.
5. Conducts habitability, rent reasonableness and screening inspections for all properties.
6. Negotiates lower rent and better lease terms when helpful to facilitate the highest possibility of a success for the participant, or when necessary in order for the program to provide assistance.
7. Obtains all necessary paperwork from tenant and the lessor prior to move-in.
8. Works cooperatively with NCO case management team members to resolve participant/landlord issues and concerns.
9. Maintains a professional work ethic and appropriate boundaries in the performance of the duties and responsibilities of this position.
10. Attends and participates in scheduled meetings, trainings and related community events as directed.
11. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
12. Work habits:
 - Arrives at work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Treats co-workers and clients with respect.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
 - Represents NCO and its programs to the community in a positive light.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Is able to stay focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Is able to effectively adapt to change.
 - Dresses appropriately for the assigned job duties and responsibilities.
13. Other duties as assigned.

III. JOB QUALIFICATIONS

1. A bachelor's degree in a related field from an accredited school, or a combination of education and relevant job

- experience is required.
2. Familiarity with the local housing market is helpful; prior practical real estate or construction experience is highly preferred.
 3. Must be proficient in use of standard office equipment, computers and a variety of software programs including web-based platforms, and word processing, email and spreadsheet programs.
 4. Must have a deep understanding of the principles and practices of effective business and interpersonal communications.
 5. Essential skills include the ability to:
 - Communicate and work effectively and sensitively with people from a variety of backgrounds, cultures and education levels.
 - Perform relevant math concepts such as fractions and percentages as they relate to fulfilling the position's responsibilities.
 - Read, write and interpret documents such as safety rules, operating and maintenance instructions, contracts and procedure manuals.
 - Manage multiple deadlines and assignments with a high attention to detail and accuracy
 - Produce quality work in a timely manner.
 - Work cooperatively and professionally as a collaborative team member.
 - Take direction from and work with supervisor as well as to work independently with minimal supervision.
 6. The ability to work flexible hours for scheduled weekend or evening activities may be needed on occasion.
 7. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may regularly lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid state issued driver's license and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will frequently use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and include the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.