

Housing Navigator



Join the HCHA Team as a Housing Navigator!

Harris County Housing Authority seeks a housing navigator to join its team. HCHA provides assistance to low-income and homeless clients in need of affordable, safe and quality housing. We believe housing is the basis of stability and plays a vital role in helping our clients achieve self-sufficiency.

As a housing navigator, you will leverage your passion for public service to help the agency's clients find affordable and safe housing in great neighborhoods throughout the county. You will work closely with authority personnel, landlords, and organizations that have an interest in housing expansion. If this sounds like the perfect job for you, send a cover letter and resume to hr@hchatexas.org. Use "Housing Navigator" in the subject line of your email.

Key Responsibilities

- Assist clients in leasing the highest quality housing that meets their educational, transportation and employment needs within HCHA's established housing subsidy
- Identify and pursue opportunities for systemic change in order to increase housing opportunities for Housing Choice Voucher (HCV) clients
- Outreach to community based organizations, housing resources, and service providers to identify new and existing housing opportunities
- Assist clients in accessing assistance offered by community programs including assistance with security deposits, moving expenses, housing insurance, etc.
- Build relationships with landlords and property owners to explain the Housing Choice Voucher Program and encourage landlord participation
- Work collaboratively with other agencies to develop affordable housing opportunities for HCV clients
- Develop service/needs assessment plans to identify and address barriers to finding housing
- Transport individuals or families during the housing search process
- Assist and coordinate with other HCHA departments as required

Essential Attributes

- **Motivated:** Works independently to accomplish clearly defined goals
- **Creative:** Generates new ideas and connections to create solutions beyond what currently exists
- **Organized/Detail Oriented:** Has strong planning skills and brings the highest order of attentiveness to all work
- **Articulate:** Displays excellent written and oral communication skills with the courage to contribute as a team member

Qualifications/Requirements

- Bachelor's degree
- Valid Texas driver license
- Knowledge of the Houston and greater Harris County area
- Willingness to creatively and collaboratively solve issues as they arise
- Flexibility to perform duties outside of your formal job description
- Drive to tackle difficult challenges and add value to both HCHA and the communities we serve
- Commitment to help HCHA be the most efficient and compassionate service agency possible

Bonus if you have...

- Prior experience as an apartment locator or housing navigator
- Prior experience working with affordable housing or the HCV Program
- The ability to speak Spanish