



# JOB OPENING

**JOB TITLE:** Housing & Life Skills Navigator (RISE Project)  
**DEPARTMENT:** Homeless Services  
**SUPERVISOR:** Housing Programs Manager  
**STATUS:** Part Time (20 Hours Per Week)  
**GRADE LEVEL:** 4

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**OUR MISSION:** Restoring hope, building futures, and strengthening our communities through programs with youth, young adults and families.

**JOB SUMMARY:** The RISE Project transitional living program is a scattered-site housing program serving 8 young adults ages 18-24. The Housing & Life Skills (HLS) Coordinator works to provide services and support to youth in the program, including mentoring and advocacy, while modeling and teaching life skills and appropriate behavior. The HLS Coordinator will assist clients in leasing, housing issues, and monthly unit inspections, as well as tackling the challenges that renters may regularly face. This includes traveling to the rental units for meetings, as well as transporting clients to services and appointments as appropriate. These housing skills will couple with mentorship and modeling appropriate life skills to prepare clients to successfully transition from the program to sustainable housing self-sufficiency.

This position requires some non-traditional working hours, crisis intervention, mentoring, advocating for youth in the program, and clear, firm boundary setting. Nexus Youth and Families operates from a harm reduction philosophy and strives to be a supportive, welcoming, non-judgmental environment for all young people served, regardless of the current challenges they may be facing.

**ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:**

1. Provide direct service to young adults ages 18-24.
2. Build and maintain consistent, healthy boundaries with program participants.
3. Utilize a strengths-based approach working with youth in day-to-day provision of services to hard-to-reach or hard-to-engage populations.
4. Act in the role as “advocate” to youth for the entire duration of their participation in the program.
5. Assist clients in learning necessary skills of living independently, including budgeting, time management, housekeeping, and maintaining positive, respectful relationships with roommates, landlords, and the larger community.
6. Work one on one with program participant in the development of basic life skills including grocery shopping, budgeting, cleaning and the like.
7. Perform monthly unit inspections to ensure proper maintenance. Support unit turnover and new client move-in. Build and maintain positive working relationships with local landlords.

\*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. \*\*

**EDUCATION/EXPERIENCE:**

Requires one of the following:

- (a) Associates degree with at least two years of experience working with at-risk youth, preferably with the homeless population OR;
- (b) Bachelor Degree in Social Work, Psychology or related field preferred along with experience working with youth, preferably with the homeless population OR;
- (c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

**MINIMUM QUALIFICATIONS:**

- Demonstrated ability to competently serve young adults experiencing homelessness.
- Working knowledge of Trauma Informed Service Model, principles of harm reduction, and positive youth development.
- High effectiveness working objectively with a diverse group of people. Must demonstrate appropriate boundary setting, crisis intervention, communication, organization, and administrative skills.
- Two years' experience with at-risk youth. Experience with and understanding of street culture required.
- Willingness and ability to work with people from a variety of racial, cultural, educational and economic backgrounds with various lifestyles, sexual orientations, and of all ages;
- Ability to maintain confidentiality.
- Must be able to lift a minimum of 35 pounds.

**REQUIRED LICENSES, CERTIFICATES, OR KNOWLEDGE:**

- Current Washington State driver's license and proof of valid automobile insurance.
- De-escalation and/or conflict resolution experience preferred, or acquire within 3 months of hire.

**SAFETY HAZARDS OF THE JOB:**

- Medium/maximum safety hazards due to work in an uncontrolled street/community environment.
- Potential violence and/or maltreatment from clients.
- Potential damage to personal property.

**PHYSICAL DEMANDS/WORKING CONDITIONS:** This position works, 70% of the time with clients in their homes or in the community (transporting, driving and attending meetings) and 30% of the time on a computer. Work may be interrupted by the immediate needs of a client in crisis. Work involves physical movement throughout the facility and the ability to climb stairs. Position requires employee to lift/carry 15-30 pounds occasionally, and push/pull 10-20 pounds occasionally. Position has the ability to sit/stand as needed.

**HOURS & COMPENSATION:** 20 hours per week, primarily day shift. Some evening and weekend work may be required based on client need. Pay will be set at Grade Level 4.

**TO APPLY:** Applicants should submit a resume with a cover letter to [LarissaJa@nexus4kids.org](mailto:LarissaJa@nexus4kids.org).

**CLOSING DATE:** Open Until Filled

**Nexus Youth and Families is committed to equal employment opportunity in all employment practices for all individuals without regard to race, religion, color, national origin, sex, age, handicap, marital status, or veteran status.**