



**Families In Transition of Santa Cruz County, Inc.**

[www.fitsantacruz.org](http://www.fitsantacruz.org)

**JOB TITLE:** Peer Navigator  
**STATUS:** Full-Time Position/30 hour work week  
**PAY RATE:** non-exempt/ \$22-\$24 per hour  
**FRINGE:** Medical, Dental and Paid Vacation after 90 days  
18 Paid Holidays/Flexible scheduling available

**To Apply:** email your cover letter and resume to [info@fitsantacruz.org](mailto:info@fitsantacruz.org) Please include the job title, "YAAS Peer Navigator" in the subject line.

**Come and join our team!** Families In Transition (FIT) is a private non-profit agency which offers services and supports which promote housing stability to families and young adults who are experiencing homelessness or who are at risk of becoming homeless. For 30 years and counting FIT has been in the business of ending and preventing homelessness in Santa Cruz County and has successfully housed over 2,500 families. FIT operates on the premise that partnerships with stakeholders (government, service providers, businesses, employers, educators, landlords and participants) fosters a strong foundation on which families and young adults who participate in FIT programs can gain skills and tools which lead to increased housing stability, family investment in self-reliance and a healthier community.

**Position Summary:**

The Young Adults Achieving Success (YAAS) program is funded by the Housing and Urban Development Department (HUD) through the Youth Homeless Demonstration Project (YHDP). In response to the growing housing crisis experienced by youth and young adults HUD initiated a special round of funding which seeks innovative and best practice service delivery models in order to prevent and end youth and young adult homelessness. The local Continuum of Care's Homeless Action Partnership developed a community plan and, through a competitive process, awarded projects which are targeted to address the layers of homelessness in our community.

Families In Transition's YHDP project, Young Adults Achieving Success (YAAS) is a Combination Rapid Rehousing (RRH) and Transitional Housing (TH) Project which offers eligible participants services and supports such as case management, peer navigation, housing search supports, budgeting, individualized phased rental subsidies and linkages to community services which promote long-term housing stability for participating households.

Under direct supervision of the Senior YAAS Case Manager and in close consultation with the Direct Services Supervisor and Housing Development Coordinator the YAAS Peer Navigator is

responsible for offering housing search and retention support to YAAS participants. Supports may include, but are not limited to, identifying potential units which meet housing preferences, landlord advocacy and negotiations, preparation of rental applications, support with employment opportunities, participant peer counseling, support applying for mainstream and community based benefits and services, assistance with transportation to and from appointments and housing search act, conducting habitability inspections, developing content and posting to social media, and completing and processing required documentation. The YAAS Peer Navigator works closely with landlords, participating families, FIT staff, other YHDP projects and service providers, including the Human Services Department of Santa Cruz County, and the Homeless Action Partnership to ensure that eligible families are offered appropriate housing search supports and secure permanent stable housing within the time limits outlined in the Scope of Work.

### **Peer Navigator Duties:**

- Under the supervision of the Senior YAAS Case Manager and in close consultation with the Direct Services Supervisor and Housing Development Coordinator, conduct landlord outreach, engagement and negotiations as necessary to support participant housing search and securement efforts.
- Utilize the Housing Preference form as a guide to help inform participant housing choice of available units.
- Stay apprised of landlord tenant issues, including each parties' rights and responsibilities.
- Conduct inspections to ensure that all potential housing units meet safety and habitability standards.
- Provide participating families with assistance in completing rental applications, preparing for open houses and landlord meetings and work with the participants to develop the skills and tools necessary to understand their lease, their rights, and their responsibilities as tenants to advocate for themselves during landlord negotiations.
- Offer support to participants in applying for mainstream and community based benefits and services.
- Offer support for employment opportunities (resumes, job search, role playing).
- Provide transportation as needed to participants for appointments, open houses, landlord meetings, etc.
- Develop content relevant to participants and post to social media.
- Participate in the regular YHDP meetings and other meetings as requested by FIT and HAP.
- Preparation of reports which include, but are not limited to the following data: rent, subsidy and participant amounts, occupancy rate, participant demographic information and program eligibility and socio-economic data.
- Communicate closely and frequently with all members of the team to improve systems, solve problems, share resources, and coordinate work.
- Maintain confidentiality at all times.
- Other duties as assigned.

### **Qualifications:**

- Requires a high level of initiative, professionalism and compassion.
- Bilingual English & Spanish REQUIRED.
- Experience with culturally diverse populations.
- Knowledge of local resources.

- Demonstrate ability to communicate effectively and openly with participants and staff on a daily basis.
- Must be passionate about working with participating families in order to support efforts towards self-reliance.
- Must be highly motivated and self-directed.
- Strong written and oral communication skills.
- Strong organizational and time management skills.
- Ability to work independently, effectively as an individual and part of the team.
- Communicate effectively with a variety of individuals representing diverse cultures and function calmly in situations that require a high degree of sensitivity, tact, and diplomacy.
- Ability to meet deadlines and handle crises.
- Ability to maintain confidentiality at all times.
- Background check is required.

**Special Requirements:**

- 1) Per the grant agreement with HUD this position requires that the employee be a peer to the population being served and has the following special requirements at time of hire: Must be 18-24 years of age AND must have experienced homelessness within the past 2 years prior to hire date.
- 2) This position requires the employee to be able to travel to various sites throughout Santa Cruz County. Employees must have a valid state driver's license and insurance by time of hire. A reliable vehicle for travel is required.

**Pay rate and Benefits**

- Pay rate of \$22 to \$24 an hour based upon experience.
- Full-time Position - pending funding availability.
- 18 Paid holidays annually. After 90 days - generous paid time off, retirement with discretionary employer contributions, life and long-term disability insurance, employer paid medical and dental insurance.
- Family and school friendly, flexible scheduling available.

**Notice:** This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status, gender, gender expression, pregnancy, or any other non-merit factors unrelated to job duties. AA/EOE

The hired candidate will adhere to FIT's standard of upholding the agency's mission, values and code of ethics through a commitment to confidentiality and communication. This program is categorically funded by grants. A decision will be made prior to the following grant cycle regarding continuation of the position.

**To Apply:** Interested persons should fax (831)728-9793 or email Cover Letter and Resume to [Info@fitsantacruz.org](mailto:Info@fitsantacruz.org)

Please include the job title, "YAAS Peer Navigator:" in the subject heading. Due to the volume of responses, only qualified parties will be contacted.