



Coming Home of Middlesex County, Inc.

Position: Coordinated Entry & Assessment Access Navigator, New Brunswick, NJ

Starting Salary: \$42-\$45k annually with PTO, health insurance and 401(k) plan

HOURS: 37.50 work hours per week, Monday –Friday 8:30 AM to 4:00 PM. One work from home day per week, once trained.

Do you have a passion for supporting people in need? Are you the kind of person who likes working on the grass roots level and meets people where they are? If so, you're the kind of person Coming Home of Middlesex County, Inc. is looking for!

Summary: Coming Home of Middlesex County, Inc. is a nonprofit organization established by the County to coordinate services addressing the needs of residents experiencing housing insecurity or who are at imminent risk of homelessness, with the ultimate goal of disrupting the downward spiral. To that end, it administers the County's Homeless Management Information System (HMIS) and the County's Coordinated Entry & Assessment (CEA) and prioritization tools, connecting people in a housing crisis to available community resources and housing in the most efficient way.

The CEA Access Navigator will conduct telephonic evaluations of individuals and families experiencing homelessness for possible housing opportunities and other supportive services. Under the supervision of senior staff, the CEA Access Navigator will play a very important role in the Middlesex County homeless services system, gathering the necessary information needed to pursue solutions to address peoples' needs and make referrals to helpful resources such as shelter, prevention programs, and permanent housing.

Responsibilities: The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned.

- Administer the coordinated entry assessment, through which all persons experiencing homelessness enter the system of helpful providers;
- Conduct a detailed, problem-solving discussion with people experiencing homelessness to unearth housing barriers and other vulnerabilities and to identify the person's strengths;
- Provide appropriate community-based referrals and resources, with the goal of addressing the client's needs and diverting them from the formal homeless system;
- Document all client contact, interactions and responses to assessment in the County's Homeless Management Information System (HMIS);
- Assist with access to entitlement benefits and housing assistance;
- Attend relevant trainings, workshops, and County meetings;

Required Qualifications:

- Hold a Bachelor's degree in social work or related field; or a lesser degree or Lived/Peer experience with 5+ years of experience working in the social service field in Middlesex County;
- Two years of experience providing case management/system navigation services in a healthcare or social service setting;
- Bilingual: English/Spanish required;
- Possesses a valid driver's license and a vehicle;
- Ability to maintain attendance and time schedule commitments;
- Demonstrates cultural competence and understanding, i.e, Ability to be gracious with all persons of various ages, cultures, and creeds;
- Ability to work independently and as part of the team;
- Ability to exercise mature, unbiased, and professional judgment;
- Good problem solving and conflict resolution skills;
- Meticulous attention to detail and organization;
- Proficiency with the Microsoft Office Suite, Google Suite and comfortable working with data software;
- Strong written and verbal communication skills;
- Proficiency in database management;
- Able to work flexible hours, as requested by management.

Please send cover letter and resume to eodonnell@cominghomemiddlesex.org