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Family Violence Project (FVP) is working to end domestic violence in Kennebec and Somerset counties in Maine. We believe it will take the whole community to accomplish our mission. This includes a strong and committed, diverse work force. If you are seeking a challenging position in a critical field of advocacy and social justice, please consider the following open position:

**Housing Navigator — Full Time**

Family Violence Project seeks a Housing Navigator to assist survivors of domestic violence with securing stable and safe housing throughout Kennebec and Somerset counties. The person in this position will assess referred individuals’ eligibility for Navigator Services, develop Housing Stability Plans with program participants, and assist with the application and referral process for households that are eligible for housing subsidies. The Housing Navigator will provide housing search assistance to program participants, assisting with things such as: understanding lease terms, negotiating and obtaining security deposits, securing utilities, and making moving arrangements. They will assess housing for compliance with Housing and Urban Development (HUD) program guidelines and provide ongoing services to housed program participants. The person in this position will also provide education programs as required by state and/or federal entities who provide housing subsidies. The Housing Navigator will build and maintain relationships with landlords and property management companies to better serve those with whom they are working. Maintaining current and accurate records is an integral part of this position, as is the reporting of data as required by the agency and its funders.

This is a full-time, 32-hour per week non-exempt position with a Monday through Thursday, 8:30am to 5:00pm schedule (which includes a half hour unpaid lunch break) that will include occasional on-call responsibilities in relation to the agency’s 24-hour helpline and may include some evenings and weekends. This position will be based out of an Augusta office and will include regular travel throughout Kennebec and Somerset counties. After one year of successful employment, a person may have the option to work from a home office. Excellent benefits are provided including low-cost health insurance for the employee and free short-term disability, long-term disability, and life insurance. Vision, dental and supplemental insurance options are also available. Benefits also include paid time off (beginning with three weeks of accrued time per year), fourteen paid holidays each year, and a 403(b)-retirement plan with an employer match. The starting pay range for this position is $37,024 to $44,429 annually, based on experience.

While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs, sit (including prolonged sitting), talk, and listen. The employee is also required to operate a computer using a standard keyboard and mouse; use a fax machine, printer, scanner, and copier; and communicate using a telephone. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. The employee may occasionally lift and/or move up to 30 pounds.

The successful candidate will possess knowledge of domestic violence and its impact on victims and the community. This person will also have knowledge of the housing barriers encountered by those experiencing homelessness, and available resources. Group facilitation experience is required. Demonstrated skills and experience in crisis intervention, human relations, and conflict resolution are necessary, as is the ability to prioritize work demands to meet client needs and emergencies. The successful candidate will interact harmoniously with others, communicating respectfully and effectively through excellent listening, oral, and written communication skills. The person in this position must be able to work collaboratively as well as independently, handle emergencies in a calm manner, and de-escalate situations. Computer skills, particularly with Microsoft Office, are necessary.

Applicants must be able to pass background checks to include criminal, driving, and Department of Health and Human Services / Child Protective Services background checks, among others. A bachelor’s degree is preferred for this position but is not required; those with relevant life and/or work experience are encouraged to apply. All new employees are required to participate in a thorough orientation process which includes successful completion of Family Violence Project’s Crisis Advocacy, Intervention, Response and Ethics Training for New Advocates.

**Equal Opportunity Employer**

This position will remain open until filled. Provide resume and personalized cover letterto:

Search Committee, Housing Navigator

PO Box 304, Augusta, ME 04332-0304

or jmooney@familyviolenceproject.org

**RESUMES WITHOUT PERSONALIZED COVER LETTERS WILL NOT BE CONSIDERED**

*All qualified applicants shall receive consideration for employment without regard to race, color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, gender identity or expression, pregnancy or any other characteristic protected by law.*