

# Southwest Minnesota Housing Partnership

*Create thriving places to live, grow, and work through partnerships with communities.*

Southwest Minnesota Housing Partnership is seeking a Tenant Services Navigator for our Solace project in St. Peter. Solace is a new model of community living and integrative supportive services to help households with various barriers in maintaining housing stability. The position will work directly with tenants, property management, service providers, community partners, and other related groups to ensure that the supportive housing needs of tenants are identified and met. This position is primarily responsible for the development, coordination, and evolution of supportive housing programming as it relates to the integrated services model.

## **Job related duties:**

- Admissions/intake: Accept and screen referrals, complete referrals to other services as necessary
- Manage supportive services: Coordinate with tenants to determine desired services, coordinate communication between multiple providers, maintain tenancy, conflict resolution
- Resident Engagement: Actively work to engage residents in services and the community, provide and promote information and activities that will help residents develop skills and abilities to maintain housing and access resources, including family, friends, work, school
- Administrative: Data collection & Reporting, grant administration, billing
- Other: Grant writing, representation of SWMHP and integrated services project within community

## **Experience, competencies:**

- Bachelor's degree in Social Work, Human Services, or related field
- Experience with people living with serious mental illness, substance abuse, and/or homelessness
- Working knowledge of person-centered planning and supports
- Minimum of one year in program administration
- Excellent verbal and written communication skills; public speaking
- Ability to work independently and be a motivated, self-starter

**Location:** This position will work out of the Solace project in St. Peter, as well as the SWMHP offices in Mankato. Monthly travel to SWMHP office in Slayton and other regional meetings will be required.

**Schedule:** This position will have part-time (25-30) hours, primarily during daytime office hours during the week, but will be expected to be flexible to accommodate customer needs and deadlines.