

HOUSING AUTHORITY OF THE COUNTY OF CHESTER

30 West Barnard Street, Suite 2
West Chester, PA 19382
Phone 610-436-9200 * Fax 610-436-9203
www.haccnet.org



Housing Authority of the
County of Chester

“On the Road to Excellence”

Public Housing
Housing Choice Vouchers
Family Self Sufficiency
Homeownership
HOPE VI

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HACC Position:

**Brandywine Housing
Opportunity Program
Navigator**

Salary Range:

35,000 – 40,000

Type:

Full-Time

Number of Positions:

One (1)

Effective date:

Immediately

Work Location:

West Chester & Chester City

Reports to:

Director of Brandywine Housing
Opportunity Program

Positions reporting to this one:

None

Community Choice Demonstration (Brandywine Site) Overview:

In April 2021, the Department of Housing & Urban Development (HUD) announced the nine lead public housing authorities (PHAs) that will participate in HUD's new Housing Choice Voucher (HCV) Mobility Demonstration. Through this Demonstration, these sites will provide over 10,000 families with children better access to low-poverty neighborhoods with high-performing schools and other strong community resources. Participating regions represent diverse housing markets, population sizes, local laws regarding source-of-income nondiscrimination, and experiences implementing housing mobility programs.

The Demonstration builds upon recent research that shows that growing up in neighborhoods with lower levels of poverty improves children's academic achievement and long-term chances of success and reduces intergenerational poverty. Children who move to low-poverty neighborhoods have also been shown to experience lower rates of hospitalizations, lower hospital spending, and some changes in mental health over the long-term. Adults given the chance to move to low-poverty neighborhoods also experience health benefits, including reductions in obesity and diabetes.

The HCV Mobility Demonstration will support selected PHAs in addressing barriers to accessing housing choice by offering mobility-related services to increase the number of voucher families with children living in opportunity areas. In addition to offering mobility-related services, participating PHAs will work together in their regions to adopt administrative policies that further enable housing mobility, increase property owner participation, and reduce barriers for families to move across PHA jurisdictions.

The Demonstration will face a rigorous, independent evaluation to determine what services are most effective at helping families move to opportunity areas. HUD also intends to make materials developed for the demonstration available to all PHAs for use in their own communities.

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Major Function:

The Brandywine Housing Opportunity Navigator will be an employee of Chester County Housing authority but will be working at the Housing Authority of Chester County and Chester City Housing Authority. They will be responsible for working with the program coordinator to assist clients who lease up in areas of opportunity with the services needed to navigate their new community. They will provide necessary resources and referrals to assist families in maintaining housing and work to mitigate any landlord tenant issues. The BHOP Navigator will be a support system to participating BHOP families and is responsible for keeping and maintaining accurate data and client records.

Illustrative Duties:

- Develop rapport with property owners, clients, and other service providers.
- Work with high barrier households, including but not limited to, criminal backgrounds, evictions, poor credit, mental illness, and disabilities.
- Advocate on behalf of clients.
- Navigate multiple databases to maintain complete and accurate records and ensure confidentiality.
- Complete reports and statistical analysis of activities as directed by supervisor.
- Assist with requests for data and reporting to ensure compliance in the demonstration.
- Utilize best practice approach to case management such as motivational interviewing and the person-in-environment and strengths-based approaches.
- Perform other duties as assigned.

General Duties:

- Understand and abide by HACC's Personnel Policy at all times.
- Some travel required between Chester County Housing Authority and partner site Chester City Housing Authority.
- Demonstrate a commitment to treat clients, partners, volunteers, and co-workers in a courteous and respectful manner.
- Attend all scheduled staff meetings and conferences to provide and receive input for program development; attend and participate in all trainings.
- Navigate Microsoft Office, client databases, and video platforms.

Qualifications:

- Bachelor's Degree in Social Work or related Human Services field.
- Excellent written and verbal communication skills.
- Strong organizational, problem-solving, and conflict resolution skills.
- Ability to multi-task effectively.
- Must be able to work independently, as well as collaboratively in a team.
- Demonstrate knowledge of current community resources and the ability to maintain working relationships with agencies.
- Prior understanding of causes and experience with homelessness preferred.
- Possess a valid Pennsylvania State Driver's License to be verified annually.
- Agree to participate in a background check and drug screening upon employment.