



Job Posting

October 11, 2018

HOUSING NAVIGATOR

Seeking qualified candidates for the full-time position of Housing Navigator. The primary responsibility of the Housing Navigator is to assist LRHA in creating and managing an Affordable Housing Resource Center which will provide centralized access to affordable housing resources in the city of Lynchburg, as well as renter education programs such as "How to be a Good Renter", Financial Literacy, and Homeownership. The Affordable Housing Resource Center will provide guidance in locating other life skill services as needed. The Housing Navigator will provide landlord outreach and engagement services to develop a database of all affordable housing options in the city. Examples of Duties: manage, plan, direct and coordinate the resources of the AHRC; meet with staff and management to identify opportunities for additional programs for AHRC; manage and participate in the development and implementation of goals, objectives, policies, and priorities for AHRC programs and resources; recommend appropriate service and staffing levels; recommend and administer policies and procedures of AHRC; educate staff, housing partners, citizens and community stakeholders on AHRC; interface with city staff, community and private agencies to develop database of all affordable housing options in the city, including location, number of units, subsidized units, income limits, application process, etc. Required skills: ability to communicate and work effectively with low-economic families, staff, Community Stakeholders and the general public; ability to interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations related to housing and landlord-tenant relations; knowledge of Virginia Fair Housing and Reasonable Accommodation policies; ability to work in a self-directed, organized manner, independently and within a team environment; possession of a valid Virginia driver's license and acceptable driving record; strong knowledge of computer programs including Microsoft Office products including Word, Excel, Power Point, Publisher and Outlook; and considerable experience in low income housing program operations or completion of an Associate's Degree or equivalent combination of experience and training which provides the required knowledge, skills and abilities. Salary commensurate with experience. Excellent benefits package. Submit resumes and cover letter with salary requirements to: mfr@lynchburgva.gov or Lynchburg Redevelopment & Housing Authority, 918 Commerce Street, Lynchburg, VA 24504. Resumes will be accepted until October 26, 2018.

LRHA is an Equal Employment Opportunity Employer.