

Job Title	Housing Navigator – Rapid Rehousing
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Job Description	<p>The Housing Navigator plays a critical role in the Rapid Rehousing Program, assisting individuals and families experiencing homelessness in securing safe, affordable housing that meets HUD habitability and inspection standards. This position works closely with case navigators, landlords, and community partners to identify housing opportunities, address barriers to housing stability, and ensure successful placement. The Housing Navigator is also responsible for maintaining an accurate and up-to-date housing database and client records.</p> <p>What you Deliver</p> <ul style="list-style-type: none"> • Assist clients, referred by the Galveston Coalition, by identifying and securing available housing units that meets HUD and program standards. • Guide clients through the housing search process, including identifying units and completing applications. Ensure clients understand their rights and responsibilities as tenants. • Build and maintain relationships with landlords, property managers, and housing providers to expand affordable housing options. Educate landlords on the benefits of participating in the Rapid Rehousing Program, including rental assistance and case management support. • Mediate tenant-landlord conflicts as needed to promote long-term housing stability. • Attend community meetings, housing coalitions, and networking events to strengthen housing resources. • Ensure all housing units meet HUD habitability and NSPIRE (National Standards for the Physical Inspection of Real Estate) inspection requirements. Conduct housing inspections or coordinate with inspectors to verify compliance before move-in. • Maintain knowledge of fair housing laws, tenant rights, and rental market trends. • Maintain an up-to-date and accurate housing database with available units and landlord contacts. • Document client housing placements, lease agreements, and rental assistance records in agency databases. • Ensure timely and accurate reporting of housing outcomes and program metrics. • Performs other duties as assigned.
Qualifications	<p>The Expertise We're Looking For</p> <ul style="list-style-type: none"> ▪ Associate Degree in psychology or related field. ▪ Two (2) years of housing navigation, case management or social services. ▪ NSPIRE Inspector Training (provided by agency- must pass within first 90 days of employment) ▪ Valid Texas Driver's License

Salary/Hours	Full-Time
City, State, Zip	Texas City, TX 77590
Application Method	Apply Here: https://catholiccharities.org/about-us/jobs/
Opening Date	Immediately

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