

**Job Title:** Housing Stability Navigator

**Location:** MCSA and within the local Muscatine Community

**Job Type:** Full-Time; may include some evenings

**Salary Range**: $35,000 and up based on experience

**Position Summary:**

MCSA’s Housing Stability Navigator provides supportive services to individuals and families at risk of or currently experiencing homelessness. This role focuses on housing stability by offering case management, resource navigation, and financial assistance coordination through MCSA’s Homeless Prevention and Rapid Re-Housing programs. The Housing Stability Navigator works closely with clients, landlords, community partners, and service providers to ensure timely placement into housing and long-term stability.

**Key Responsibilities:**

* Conduct comprehensive intake and needs assessments to determine program eligibility and develop individualized housing stability plans
* Assist clients with locating and securing safe, affordable housing, including negotiating with landlords and conducting housing inspections as needed
* Provide ongoing case management, including goal setting, budgeting support, employment assistance, and connection to mainstream benefits and services
* Collaborate with landlords, property managers, and housing providers to maintain housing placements and resolve issues
* Distribute and manage financial assistance for rent, utilities, and other housing-related needs, ensuring compliance with program guidelines
* Maintain accurate and timely documentation in electronic case management systems (e.g., HMIS)
* Monitor client progress and provide follow-up support for housing retention and stabilization
* Participate in staff meetings, trainings, case consultations, and community collaborations
* Adhere to all agency policies, funding regulations, and confidentiality standards

**Qualifications:**

* Bachelor’s degree in Social Work, Human Services, Psychology, or related field (required); Master’s degree (preferred)
* Minimum of 1–2 years of experience in case management, housing services, or related field
* Knowledge of homeless prevention, rapid rehousing, and housing-first models
* Familiarity with local resources and services for low-income populations
* Excellent communication, problem-solving, and organizational skills
* Ability to work independently and as part of a multidisciplinary team
* Proficiency in Microsoft Office and case management systems (experience with HMIS a plus)
* Valid driver’s license, reliable transportation, insurance, and ability to travel locally
* Must complete a criminal/child/dependent adult abuse check

**Working Conditions:**

* Primarily office-based with regular field work (e.g., home visits, housing inspections)
* May require lifting up to 25 lbs, standing, walking, or driving for extended periods
* Occasional evening hours depending on client needs or program requirements; ability to flex hours on a weekly basis

If interested, please respond by email to Katie Kelly, Program Director.

kkelly@mcsaiowa.org

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

**Acknowledgment and Acceptance**

I have reviewed and understand the job description for the position of **Housing Stability Navigator** at **MCSA**. I understand that this document is intended to describe the general nature and level of work expected of this role and is not an exhaustive list of all responsibilities, duties, and skills required.

By signing below, I acknowledge that I have read and understood the expectations outlined and agree to fulfill the duties to the best of my abilities.

**Employee Acknowledgment**

**Employee Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer Confirmation**

**Employer Representative Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_