

New Haven Legal Assistance Seeks a *Housing Navigator* For Right To Counsel for Tenants Program

New Haven Legal Assistance seeks to hire a Housing Navigator to work with families in New Haven to help them maintain their rental housing and prevent eviction.

About New Haven Legal Assistance

New Haven Legal Assistance Association (NHLAA) is a legal aid organization, founded in 1964 in the midst of the Civil Rights movement, on the principle that access to the justice system requires access to legal representation. We strive to be in relationship with the community to lift up our clients' voices and achieve racial, economic, and social justice. NHLAA serves clients living in 22 cities and towns in the Greater New Haven and Lower Naugatuck Valley communities. Our client base is primarily people of color impacted by the legacy of structural racialization, systemic racism, and implicit bias. They are children, low-wage workers, domestic violence survivors, individuals with disabilities, seniors, and immigrants.

About the Position

As Connecticut joins other U.S. cities in passing new Right to Counsel legislation, NHLAA is presented with the opportunity to transform the representation of people, primarily from low-income communities of color, in housing court. As part of this transformation, we strive to ensure the protection of summary process and fair housing rights, maintain housing stability, and minimize the harm from eviction records.

Primary Duties:

- Assist eligible clients by preparing applications for rental assistance;
- Communicate effectively with the NHLAA attorney representing the client;
- Assess client's eligibility for public benefit programs and assist client in applying for such benefits;
- Provide housing case management and counseling; assisting clients in developing an individualized plan for gaining housing stability;
- Assist clients with accessing housing assistance programs (e.g. Rapid Rehousing) and permanent housing placement;
- Assist clients in securing income documentation, creating a budget/savings plan, coordinating service referrals and crisis intervention

Qualifications:

- Knowledge of low income communities in New Haven and West Haven where tenants are at the greatest risk of eviction
- Strong people skills and ability to work effectively and compassionately with people of varying racial, ethnic, cultural, educations, and socio-economic backgrounds;
- Good organization skills and detail-oriented; ability to manage multiple cases efficiently and effectively.

Location



- NHLAA's primary office is located in New Haven. Occasional travel to court and to our satellite office in Derby, Connecticut will also be required.

Application Deadline

- We are accepting applications on a rolling basis and encourage candidates to apply as soon as possible.

Compensation

- Salaries will be based on experience and in accordance with the collective bargaining agreement and the salary scale. For example, an employee with 5 years of experience will have a starting salary of \$40,500. We offer generous benefits, including a 403(b) retirement plan; health, dental, vision, and short term disability insurance; sick leave; vacation; most observed state and federal holidays; and loan repayment assistance.

Application Instructions

- Please send a cover letter, resume, writing sample, and list of at least three references to Carolyn Gontarski at cgontarski@nhlegal.org. NHLAA invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

It is the policy of New Haven Legal Assistance to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, or any other characteristic protected by federal, state or local law.