



DEVELOPING THRIVING COMMUNITIES

JOIN THE DevNW TEAM AS OUR NEW Rent Assistance Navigator (Hourly Rate \$20.91- \$26.20 + flexible schedule)

**Part Time/Limited duration:** Seasonal Summer Posting with possibility of 8-10 hours during school year.

**Location Requirement:** Applicant must live within 20 miles of Corvallis city limits.

DevNW and our CDFI partner, Community Lending Works (CLW) are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

The Rental Assistance Navigator’s critical contributions to this work are the following:

- **Contribute to the mission of the Healthy Communities Department and DevNW to meet the needs of our low income and underrepresented BIPOC community by increasing access for individuals and families with low-incomes to rental assistance and prevent eviction**
- **Develop outreach materials and establish relationships with program participants, landlords, housing associations, eviction prevention associations and Legal Aid**
- **Support DevNW’s Diversity, Equity, Inclusion and Justice work to ensure equity and human-centered lenses to providing rental and mortgage assistance to Benton County residents**

To excel in this position, you will need these essential lenses:

- Commitment to following procedures and navigating systems
- Systemic oppression and bias exist and must be accounted for in design and implementation of this program and its resources
- Collective impact: Intentionally working with clients, partners, stakeholders and funders to solve complex problems particularly those that impact BIPOC and other historically marginalized groups, within the Health Communities Program

It is CRITICAL that you have...

- Minimum of 1 year of experience\* within program development, implementation, and management and/or working with a variety of clients in case management
- Ability to work independently and in a team to meet carefully track eligibility and progress, meet deadlines, report on outcomes, and update all applicable parties
- Attention to detail: ability to comply with grant agreement and contract details
- Proven ability to collaborate with a wide variety of stakeholders to co-create systems/processes and/or strategies that advance a collective mission
- Excellent boundaries

\*can be a combination of education/field experience that demonstrates required knowledge, skills, and abilities



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**Example tasks/responsibilities for the Rental Assistance Navigator:**

- Process applications and follow up directly with residents to determine eligibility and acquire necessary documents
- Work closely with departmental leadership and financial team to process payments and track expenditures, organize and file all required paperwork
- Navigate complex systems (within and outside of DevNW) to achieve client and programmatic success
- Work with partners internally (financial well being, community health workers, health equity alliance and externally landlords, Benton County, legal aid) to meet the needs of Benton County residents who qualify for rental or mortgage assistance
- Work with translation service providers to ensure all documents are accessible in languages that represent our diverse community members

**It is GREAT if you have...**

- Ability to read, write, and speak in Spanish
- Direct experience working with individuals and families to support them in achieving individual financial goals or case management

**It is a BONUS if you also have...**

- Prior experience working within the ORAP or other rental assistance funding sources

**Apply for this opportunity to support DevNW's expanding IDA Program by providing an introduction letter detailing your interest that includes the following by priority date July 7, 2022 to [careers@devnw.org](mailto:careers@devnw.org):**

1. Describe how your journey thus far has prepared you for the Critical Contributions of this position?
2. Detail your experience working with clients to help determine eligibility, acquire documents and report on outcomes.
3. Current resume

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.