The Network: Advocating Against Domestic Violence

Role: Housing System Navigator – Domestic Violence Human Trafficking Coordinated Entry System (DVHT CES)
Location: Hybrid/33 N. Dearborn St., Ste. 2210, Chicago, IL 60602
Supervised by: Director of Housing Advocacy
Status: Full time, Exempt, Salaried
Salary: $60,000-65,000 per year

The Network partners with communities to drive bold social impact—mobilizing local expertise, shifting systems, and creating the conditions for every community to live free from gender-based violence. We advance this mission through direct crisis response, community education, advocacy, and sustained power-building that uplifts the leadership and voices of survivors. Our impact grows through strong cross-sector partnerships that bring public, private, and community partners together around a shared commitment to ending gender-based violence.

POSITION SUMMARY

The Housing System Navigator provides services to promote successful housing placements for survivors of gender-based violence by actively engaging survivors who have been prioritized for potential housing matches via the Domestic Violence Human Trafficking Coordinated Entry System (DVHT CES). The role is expected to work closely with All Chicago DVHT Coordinated Entry team, community housing providers, domestic violence shelters, and will be part of The Network's Housing Advocacy Department.

Responsibilities

- Provide outreach and proactive engagement to survivors of gender-based violence who are on the DVHT CES housing waitlist.
- Engage in safety planning and resource referrals to support effective housing matches and remove barriers for survivors accessing safe housing.
- Deliver housing support and stabilization services to a caseload of survivors, including crisis intervention, problem-solving, emotional support, advocacy, life skills development, and referrals to relevant community resources.
- Conduct strengths-based assessments to identify survivor needs, housing

barriers, and immediate stabilization concerns, and respond using client-centered and trauma-informed interventions.
- Accurately document services, case notes, and outcomes in iCarol and other relevant databases in a timely and complete manner.
- Establish and maintain professional relationships with partners, service providers, and referral sources.
- Provide warm referrals to essential services such as transportation assistance, clothing, food pantry, childcare resources, employment, and benefit supports.
- Remain informed of current trends and best practices in survivor advocacy and homelessness intervention and prevention; participate in ongoing professional development opportunities.
- Collect, maintain, and update referral information on resources available for survivors of gender-based violence, including state and national level information as available and relevant.
- Accurately and sensitively obtain and record survivor demographic information, pursuant to relevant privacy and confidentiality requirements, for use in identifying service and geographic needs.
- Adhere to confidentiality requirements to ensure survivor safety and privacy.
- Attend monthly Systems Integration Team meetings with All Chicago.
- Participate in the Domestic Violence Affinity Group.
- Attend and actively participate in agency departmental and staff meetings.
- Protect The Network's value by keeping information confidential.
- Perform other duties as assigned by supervisor.

QUALIFICATIONS

Education

- Associate's or Bachelor's degree in gender studies, social work, social sciences, or other relevant degree preferred.
- High school diploma accepted with extensive lived or professional experience in the subject matter can be accepted in lieu of a degree.

Experience

- One to three years of direct experience in domestic violence housing provision.
- Professional experience in housing systems analysis, and/or housing placement policy preferred.
- Familiarity with the processes, terminology, and procedures of HUD programs and CES preferred.

- Knowledge of the Chicago affordable housing rental market, including leasing barriers and service needs of survivors of gender-based violence.
- Demonstrated commitment to social change in the area of gender-based violence prevention.
- Excellent verbal and written communications skills.
- Fluency or proficiency in Spanish preferred.
- Ability to work independently.
- Ability to effectively establish and maintain working relationships with peers and constituents at all levels of the agency.

Licenses/Certification

- 40-Hour Domestic Violence Training required within 3 months of employment. This can be obtained through The Network at no cost for staff.

Computer and software knowledge

- PC literate with strong skills in MS Office Suite (Word, Excel).
- Familiarity with iCarol or housing placement systems preferred.

WORK ENVIRONMENT: Accommodations will be made to enable individuals with disabilities to perform the essential functions.

- This position operates primarily in an office environment that is accessible. Some work at offsite locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move objects up to 40 pounds.
- Travel between the main office and remote locations may be required.
- Occasional night and weekend hours are required.

APPLICATION

The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or

expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team. Black, Indigenous, Latinx, and other People of Color, women, LGBTQI+ people, and those who have experienced domestic violence are strongly encouraged to apply.

Please send your resume and cover letter to Shaunagh McGoldrick, smcgoldrick@the-network.org. Applications will be reviewed on a rolling basis. Please do not call regarding the position.