



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
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Position Announcement

Housing & Community Resource Navigator

Rocky Mountain Development Council, Inc. (Rocky) is excited to announce an opportunity to join our team as the Housing & Community Resource Navigator!

In this role, you'll work directly with individuals and families to help them access housing, supportive services, and community programs that promote stability and self-sufficiency. You will work closely with clients, landlords, service providers, and community partners to help individuals and families achieve housing stability and improve their quality of life.

Why Work at Rocky?

At Rocky, you'll join a mission-driven team committed to strengthening individuals, families, and communities. This position offers the opportunity to make a meaningful impact by helping people access critical housing and community resources while supporting long-term stability and success. This full-time position offers varied and rewarding work, a competitive wage of **\$25.66/hour**, an exceptional benefits package, and **5+ weeks of paid leave in your first year**.

What You'll Do

As the Housing & Community Resource Navigator, you'll support clients through a variety of housing, case management, resource navigation, and community-based activities. Responsibilities include, but are not limited to:

Housing Stability & Resource Navigation

- Conduct client intakes, eligibility determinations, and program enrollment.
- Connect clients to housing resources, supportive services, and community programs.
- Support housing stability through follow-up services, tenancy support, and resource coordination.
- Coordinate with landlords, service providers, and community partners.
- Participate in coordinated entry processes, case conferencing, resource fairs, and community meetings.
- Facilitate workshops and classes related to housing stability, financial literacy, and available community resources.

Case Management & Client Support

- Assess client strengths, barriers, and service needs and develop individualized support and stabilization plans.
- Provide ongoing case management and follow-up services.
- Maintain accurate documentation and case records and ensure program compliance.
- Track client outcomes and progress toward goals.

Program Support & Collaboration

- Utilize databases and reporting systems, including HMIS and MPACCT, as applicable.
- Maintain confidentiality and comply with organizational policies and program regulations.
- Support cross-program referrals and collaborative service delivery.
- Participate in team meetings, training, and professional development.
- Provide support across Rocky programs as organizational and program needs evolve.

Qualifications

Preferred Education & Experience

A bachelor's degree in human services, social work, or a related field is preferred. Equivalent combinations of education and experience may be considered.

Requirements

- Ability to pass a criminal background check.
- Valid driver's license and reliable transportation.
- Must be approved as a driver under Rocky's insurance requirements.

Knowledge, Skills & Abilities

- Strong interpersonal, communication, and relationship-building skills.
- Excellent organizational and problem-solving skills with the ability to manage multiple priorities.
- Proficiency with computers, databases, and documentation systems.
- Ability to maintain confidentiality, exercise sound judgment, and work independently and collaboratively.
- Ability to adapt to changing priorities and program requirements.

Application Process

Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P.O. Box 1717, Helena, Montana 59624, www.rmhc.net, and the Helena Job Service. Incomplete application materials will not be processed. Complete packages must be received by Rocky's Human Resource Office at the above address **no later than 4:00 p.m. on September 25, 2026.** EEO