**Navigator Role and Responsibilities for HCV Program**

* Screen appropriateness for HCV.
* Assist participant in completing application materials.
* Submit accurate and complete application packet to MaineHousing.
* Once MaineHousing has approved the application and a voucher has been issued, assist in the housing search for a rental unit that is likely to meet Housing Quality Standards.
* Create a Housing Stabilization Plan. Inform Specialized Program Officer once the plan has been uploaded to HMIS.
* Assist participant in completion of a Landlord Packet and submit to MaineHousing.
* Build positive relationships with current and potential landlords.
* Facilitate Renter Education prior to move in.
* Tenant moves into unit. Navigator meets with tenant monthly to ensure successful transition and progress towards Housing Stabilization Goals.
* Maintain open communication with the MaineHousing Specialized Program Officer regarding progress towards goals, Housing Stabilization Plan, and engagement in consistent case management. Share any landlord/tenant issues that arise, as well as any concerns about compliance with voucher conditions.
* Participate in Quarterly Check-ins with MaineHousing Staff.