

Job Description

Job Title: Community Navigator
Department: Children and Family Services
Reports To: Child & Family Services Program Manager
Grade: 45
Classification: Non-exempt

Summary:

The Community Navigator provides support, advocacy and navigation services to youth (16-24 year olds). Assists in connecting to community resources related to housing and resource insecurities.

Essential Functions:

1. Coordinate resources as needed for youths experiencing housing and/or resource insecurities, including linking with community and natural supports in response to individual needs/preferences.
2. Identify youth population resource needs and prioritize needs using assessment tools.
3. Provide outreach in community settings relevant to youth demographics.
4. Develop a network of community resources.
5. Participate in and network with community groups and relevant committees to maintain current knowledge of community resources and needs.
6. With a pulse on youth culture, process and provide feedback in a manner that is sensitive to cultural, linguistic, gender, sexual orientation and psychological needs.
7. Coordinate and facilitate youth panel meetings to adhere to SPBHS's commitment to a youth informed provision of service.
8. Collect data for grant funding purposes.
9. Promote positive and effective communication and collaboration with all team members.
10. Coordinate access to medication, transportation, housing, travel, resources, and any benefits to which the youth is eligible.
11. Use a trauma informed approach to assess needs and respond to youth who may be in crisis by supporting them in accessing appropriate resources.
12. Monitor service outcomes and youth service satisfaction.
13. Document services accurately.

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions

Competencies:

1. Communication
2. Person-Centered Practices
3. Evaluation and Observation
4. Crisis Prevention and Intervention
5. Safety
6. Professionalism and Ethics
7. Empowerment and Advocacy
8. Health and Wellness
9. Community Living Skills and Supports
10. Community Inclusion and Networking
11. Cultural Competency
12. Education, Training and Self-Development
13. Trauma Informed

Supervisory Responsibility: This position has no supervisory responsibilities.

Work Environment:

This position operates in a professional office environment, with significant work in the community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee may on occasion be required to lift heavy objects. This position has mostly an inside work environment and occasional outside work with exposure to weather conditions. Through the course of this work the employee may occasionally come in contact with blood-borne pathogens.

Position Type and Expected Hours of Work:

This is a full-time position, hours of work are based upon needs of the agency/youth served, which may include evenings and weekends.

Travel: Significant travel is expected for this position within the SPBHS service area of the Southern Kenai Peninsula.

Required Education and Experience:

1. Associates degree or equivalent education, training, or experience.
2. Demonstrated competency in coordinating behavioral health services across funding sources and diverse persons served/settings.
3. Organizational skills and ability to meet time deadlines.
4. Excellent verbal and written communication skills including active listening skills.
5. Experience working independently and using good judgment in a variety of circumstances.
6. Equally comfortable with paperwork and people-work; ability to easily transition between clerical tasks and working with people
7. Skillful using Information Technology and comfortable with; Zoom, Google Suite, Microsoft Teams
8. Experience with cell phones and social media platforms.
9. Experience working with individuals and families from diverse backgrounds and cultures.

Preferred Education and Experience:

1. Bachelor's degree in education, special education, psychology, social work, behavior management or a related field.
2. Lived experience with housing insecurities.
3. Experience providing housing insecurity services.
4. Experience or training with trauma informed care.

Additional Eligibility Qualifications:

1. Valid Alaska Driver's License with clean driving record
2. Ability to pass State background/fingerprint clearance.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.