

WESTMORELAND COMMUNITY ACTION

POSITION DESCRIPTION

TITLE: Youth Systems Navigator

OPEN DATE:

CLOSING DATE:

DEPARTMENT/PROGRAM: Welcome Center

CLASSIFICATION: FULL TIME, REGULAR, NON EXEMPT

SUPERVISOR: Resource Navigator Supervisor

SALARY RANGE: \$ 16.11 / HOUR

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ALL QUALIFIED PERSONS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, SEX, AGE, NATIONAL ORIGIN OR HANDICAP.

POSITION SUMMARY

The Youth Systems Navigator will work with students and families to determine their unique needs and effectively traverse the systems within the county either through Westmoreland Community Action (WCA) or other community-based agencies in coordination with the School Outreach Coordinator.

YOUTH SYSTEM NAVIGATOR RESPONSIBILITIES

1. Coordinate with School Outreach Coordinator to provide services to identified students and families.
2. Work with youth and families to identify needs and connect to appropriate resources.
3. Teach community members and county agencies what youth homelessness looks like to increase youth homelessness/housing instability identification.
4. Respond to outreach calls from community members and community agencies to connect youth to school and other resources.
5. Increase collaboration between county youth serving systems in collaboration with WCA youth team.
6. Create an outreach schedule that indicates what days/times the Navigator will be at identified locations throughout the county.
7. Carry and provide resources to youth and families in need. This can include toiletries, food items, clothing, applications for assistance, etc.
8. Work with School Outreach Coordinator and Local Education Agencies to develop methods to increase identification of students and families experiencing homelessness.

9. Use evidence-based practices such as trauma-informed care, positive youth development and the whole family approach to best identify the needs of the youth and families.
10. Identify social determinates of health as well as other casual factors to assist in meeting short-term needs but also support long-term self-sufficiency.
11. Coordinate with the Pennsylvania Department of Education Regional Coordinator.
12. Engage with the Continuum of Care (CoC) and connect LEAs to CoC resources.
13. Reports and provides details of any unusual incidents, suspected or alleged abuse of any youth to Vice President of Community Investment. In addition, the Navigator is a mandated reporter and will be required to report any abuse.
14. Attend staff meetings and weekly reporting to Resource Navigator Supervisors.
15. Attend meetings, conferences and training sessions as assigned Resource Navigator Supervisors.
16. Other duties as assigned by Resource Navigator Supervisors.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

1. Commitment to the mission and vision of WCA
2. A commitment to serving and empowering youth to have involvement in the decision making process and agency over the decisions that impact their lives.
3. Sensitivity towards individuals who are currently/formerly experiencing homelessness or housing instability.
4. Minimum of 5 years relevant experience, which may include a combination of life, work and educational experiences.
5. Ability to operate a motor vehicle.
6. Experience working collaboratively with staff and other organizations to achieve goals.
7. Ability to communicate effectively both orally and in writing.
8. Strong organizational skills.
9. Ability to set boundaries.
10. Experience making quick decisions and using sound judgement.
11. Must have high emotional intelligence.
12. Ability to reason and work independently.
13. Flexible with the ability to juggle and perform multiple functions.
14. Computer literacy with a working knowledge of Microsoft Word and Excel.

SCOPE AND IMPACT

Work with the community and county agencies to increase identification of youth experiencing homelessness/housing instability. Effectively work with identified youth and families using evidence-based techniques to meet short-term goals and support long-term self-sufficiency. This will be done by navigating the county systems and connecting youth and families to needed resources.

EDUCATION, REQUIREMENTS, EXPERIENCE AND/OR SKILLS

1. Prior experience working within youth systems such as Child Welfare or Juvenile Justice, providing Mental Health Services.

2. Experience working with transition age youth and providing services utilizing positive youth development, motivational interviewing and trauma-informed care.
3. Experience working with individuals experiencing homelessness/housing instability.
4. Ability to maintain accurate case documentation and records.
5. Ability to work cooperatively with other youth serving systems within Westmoreland County such as, Children's Bureau, Westmoreland Casemanagement, Blackburn Center and Juvenile Justice.
6. Willingness to work a flexible schedule within a 40-hour work week as program needs dictate.
7. Willingness to accompany transition aged youth to scheduled appointments.
8. Must carry \$100,000/\$300,000 bodily liability car insurance.
9. Bachelor's degree with major course work in either sociology, social work, psychology, counseling, education or other related field.
10. High school diploma or equivalency and 12 semester hours in sociology, social welfare, psychology or other social service and two years experience in public or private human services, of which one year must be mental health direct care experience.