



Position

The role of the YYA (Youth and Young Adult) Navigator will conduct navigation services and work with assigned youth and/or youth adult-headed families to assess their identified needs and provide referrals, education, assistance, and advocacy. This position reports to the YHDP Supervisor. This is a full-time position.

Salary is \$40,000 per year. Position includes benefits and generous paid time off, flexible scheduling and remote work with approval.

Responsibilities

- Effectively conducts outreach and navigation to unsheltered youth and young adults to engage them towards housing services
- Conducts outreach in areas that homeless youth and young adults congregate throughout the year
- Collaborates effectively with the local homeless services, the Continuum of Care, and the Coordinated Entry System
- Connects client(s) with housing and shelter resources and obtains necessary paperwork and documentation
- Identifies needs with client(s) and completes individualized goal plan
- Provides effective crisis management
- Effectively links clients with appropriate community resources and advocates for client needs
- Participates in actively soliciting feedback from program participants through distributing satisfaction surveys or other approved means
- Plans for client discharge/termination in coordination with client(s) and other providers
- Effectively presents program curricula for classes or groups
- Actively participates in bi weekly case conferencing
- Other duties as assigned

Skills

- Ability to work with diverse populations and maintain appropriate professional boundaries in working with others and in handling confidential information
- Since position requires frequent driving to various job sites to provide services, a valid driver's license, reliable transportation, current auto insurance, and clean driving record are required
- Ability to feel comfortable and safe providing outreach services to transient populations in various locations.
- Computer and technological skills necessary to complete program paperwork, keep accurate and timely case records, enter and retrieve client information on a database, use agency email, and locate information on the internet.



- Knowledge in Microsoft Office (Word, Outlook, Excel, Power Point, etc.)
- Fluency in Spanish and English preferred.

Physical Requirements

Since position may require assisting clients in furnishing their living quarters, occasional lifting or moving furniture may be requested, but no specific physical capabilities or lifting requirements are required.

To Apply

Submit resume, cover letter, and 3 references to Msmith@homelesscoalition.org.