



Job Description

Title: Clarion Navigator

Hours: Full-Time (40 hours weekly, Non-Exempt) Grant Term: June 1, 2023, to May 31, 2024

Reports To: Coordinator

Purpose: Navigators are responsible for providing comprehensive navigation services, advocacy, community-based resource referrals, and crisis intervention for clients. Navigators also maintain weekly meetings with program participants to evaluate needs, provide support, establish goals, and assess progress.

Job Responsibilities and Duties

- Provide navigation services, review current diversion tactics, implement housing and supportive plan, and conduct client assessments consistent with program requirements within 24 hours of intake.
- Coordinate and partner with community resources to promote well-being and self-sufficiency.
- Maintain a working knowledge of available community resources.
- Gather required client documentation and perform timely data entry, complete progress notes, and case contact summaries.
- Enter data into the Homeless Management Information System (HMIS) and Poverello House tracking systems.
- Evaluate and adjust case plan goals within 30 days if clients are not placed in housing.
- Conduct and interpret client pre- and post- strengths-based needs assessments and outcomes.
- Transport clients to appropriate services as needed.
- Provide support to case managers as directed.
- Attend meetings as scheduled.
- Other duties, as relevant and assigned by Management.

Qualifications

- Must have the ability to be insured for driving purposes.
- GED or High School diploma is required.
- AA degree in social work or human services-related field preferred.
- Adept in MS Office (Excel, Word, and Outlook)
- Skilled at working with diverse populations and engaging clients.
- Ability to communicate professionally and with integrity.
- Ability to manage and prioritize multiple tasks under pressure
- Ability to work independently or as a member of a team

Compensation

- \$20 per hour
- Vacation and sick leave accrual (per applicable laws, plus accruals)
- 9 paid holidays and floating holiday

- Medical/Dental/Vision Benefits for employee and dependents. (Employer contributes 80%)
- Retirement benefit through SIMPLE IRA plan with 3% employer match
- Term Life Insurance, Short-Term Disability and Long-Term Disability Insurance, Employee Assisted Program (Employer contributes 100%)
- Voluntary Life Insurance (with optional dependent coverage for eligible employees)
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Voluntary Benefit not limited to the following: Accident Insurance, Critical Illness, Hospital Indemnity

If interested in the position, please send a resume to PovHR@poverellohouse.org.
No Phone Calls Please

EQUAL EMPLOYMENT OPPORTUNITY

Poverello House has a diverse workforce that is representative of the communities we serve, and is proud to be an equal opportunity employer. All aspects of employment are based on merit, competence, performance and business need. Poverello House does not discriminate in employment on the basis of, race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. Poverello House celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment