



# Poverello House

## Job Description

**Title:** MAP Point Navigator

**Hours:** Full-Time (40 hours weekly, non-exempt) Grant Term: July 1, 2022, to June 30, 2023

**Reports To:** MAP Point Coordinator

**Purpose:** MAP Point Navigators are responsible for providing comprehensive linkage plans, advocacy, community-based resource referrals, and crisis intervention for clients. MAP Point Navigators work collaboratively with community partners and faith-based supports for the long-term sustainability of wellness and recovery for clients.

### Job Responsibilities and Duties

- Provide navigation services, practice diversion tactics, implement linkage and housing plan, and administer Community Screening Tool
- 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, perform timely data entry, and complete progress notes
- Enter data into the Homeless Management Information System (HMIS), Community Screening Tool, and Poverello House tracking systems
- Evaluate and adjust linkage plans as needed
- Link clients to transportation services through MAP Point driver or bus tokens as needed
- Attend meetings as scheduled
- Other duties, as relevant and assigned by Management

### Qualifications

- 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

- \$19.00 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](mailto: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