

Hope Communities, Inc.
Job Description

Job Title: Resource Navigator
Status: Full-time
Reports to: Program Manager, Housing Stability
FLSA Status: Non-exempt

POSITION SUMMARY:

We are adding depth to the resource navigation team, which gives us the chance to invite one more person into our amazing program team!

The Resource Navigator supports clients from Hope and the broader community who are experiencing housing instability and a myriad of resources critical to maintaining stable housing and family well-being. The navigator will provide services from the program office of the Gardens, though he or she supports individuals and families in need across the metro region. The navigator works cooperatively with all Hope program staff and together, the housing stability team provides emergency resources as available, programs, and guidance to become stably housed, access essential services to meet basic needs, and begin on a path to economic stability and opportunity. All navigation services are accomplished in concert with Hope Communities' staff, objectives, and values.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Strengthen programs and extend promotion of on-site programs and services for adults and youth to increase equitable access to housing, health care, nutritious food, social engagement, academic support, and resource navigation to more families across the community.
- Provide direct services to individual community members to enable them to secure and maintain stable housing and the resources they need to live healthy lives.
- Provide weekly activity logs and bi-weekly time and effort reports to the grant administrator. Work closely with the administrator and program supervisor to target specified clients appropriate for the grant.
- Leverage partnerships that better link clients and service providers and build awareness of appropriate community resources for referrals.
- Mobilize, invite, and facilitate regular workshops for community members who may have been incarcerated or out of the mainstream to increase community understanding of critical systems related to benefits, employment, public transportation, the educational system, and social norms.
- Finetune programs and resource navigation to help seniors stabilize and create a sustainable path to remain in their homes independently.
- Work closely with other Hope program team members to leverage all possible resources to holistically address the needs of the entire family unit, even if the initial client is an individual.
- While housing is a first step, ensure that individuals and families have access to adequate healthcare, sources to meet basic needs, and other resources to address the ramifications of health inequities many of them will have endured.
- Engage clients in determining their path to stability and mobility.
- Comply with all other requirements of Hope management and funders (including reporting, data collection, accounting/financial accountability procedures, and verifications of qualifying clients).

OTHER DUTIES AND RESPONSIBILITIES

- Demonstrate the core values of the organization in all that is required for the position.
- Support and engage in activities to further the mission, vision, and strategic plan of the organization.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervision requirements.

QUALIFICATIONS

- Trusted community member in metro Denver's nonprofit community with extensive professional experience providing resource navigation services.
- Experience working with disenfranchised, vulnerable communities with respect and program efficacy.
- Eager to serve across all tribal, ethnic, and religious groups without showing preference.
- Understanding of affordable housing options and regulations is strongly preferred.
- Strong organizational, computer, interpersonal, and communication skills.
- Dependable and demonstrated strong leadership skills.
- Open-minded, non-judgmental attitude and team player.
- Ability to encourage participation and engage the community.
- Fluency in English; fluency or understanding of another predominant language preferred.

EDUCATION and/or EXPERIENCE

- High School diploma or GED required. Associate's degree or bachelor's degree in Human Services, Social Work, or equivalent preferred.
- Minimum 2-3 years' experience working in the nonprofit sector within the community on the ground level, and experience connecting community members with mainstream systems.

CERTIFICATES, LICENSES, REGISTRATIONS

Completion of classes and certificates related to resource navigation a plus.

OTHER

- Equipment used to include, but not limited to, all office equipment, computers, fax machines, calculators, copy machines, scanners, and telephone systems.
- Access: Stairs or elevator.
- Occasional travel within the Denver metro area.

COMPENSATION

Hope offers fully paid health insurance and a monthly stipend for a family health insurance plan. The organization also offers fully paid dental, life, short-term, and long-term disability plans. Employees receive accrued vacation and sick time, thirteen paid holidays, and eight hours of paid volunteer time annually.

Salary will be dependent on the extent of skills and relevant experience. Salary Range: \$48,000 - \$52,000

TO APPLY

Send resume and cover letter to resume@hopecommunities.org with resource navigator position in the subject line.