**POSITION TITLE:** Youth Navigator

**RESPONSIBLE TO:** Program Manager

**JOB DESCRIPTION:** Navigators will ensure that youth are served in a culturally competent manner to meet their immediate needs and help youth feel safe. This can include driving a youth to and from appointments to ensure support; attending court dates for pending cases; enrolling youth in health insurance or public benefits; and assisting with expungement, interview attire, gas money, bus cards, and housing referrals. Navigators will also work alongside youth to co-identify their strengths, priorities, and steps to achieve long-term goals that will stabilize youth in their current environment (e.g., re-engaging or enrolling in school, finding and maintaining a job, obtaining stable and safe housing, completing court requirements improving relationships with family and peers, improving social and emotional awareness skills, reducing involvement in risky activities, etc.). Navigators should be active problem solvers with youth to address their immediate and long-term goals without judgment, and should encourage their self-esteem, motivation, wellness, and safety.

Youth Navigator must be culturally respectful, culturally competent, and culturally representative of youth participants, and must have prior youth development experience. All tasks require the ability to be creative, flexible, highly organized and professional, and to have excellent interpersonal skills.

**ESSENTIAL FUNCTIONS:**

* Adhere to the Mission, Core values and Vision of Envision Community Services (ECS)
* A passion and desire to work with youth ages 14-24 on community service, civic engagement, and community health activities.
* Facilitate, direct, and supervise all program activities with youth.
* Build strong, positive relationships with youth participants and facilitate team building between

participant cohorts

* Develop and implement creative strategies to retain youth participants throughout the program.
* Assist with data collection and entry.
* Attend mandatory trainings and meetings.
* Strong communication skills, both oral and written. Ability to speak effectively to youth participants, leadership coaches, and community members.
* Engage youth and their parents/guardians to promote program services.
* Build relationships with community organizations to identify and recruit eligible youth.
* Conduct initial assessments to determine program eligibility and individual needs.
* Verify documentation and ensure compliance with program criteria.
* Work with youth to identify personal, educational, and vocational goals.
* Develop a comprehensive goal and service plan at the time of enrollment.
* Link youth to services that support their goals and meet other essential needs.
* Maintain knowledge of available community resources and services.
* Provide continuous support and guidance to youth throughout their time in the program.
* Create and implement transition plans for youth as they complete their goals and prepare to exit the program.
* Receive and respond to internal or external referrals within 7-10 business days of referral
* Recruit youth through community outreach and engagement with referral partners (e.g., law

enforcement, schools, street outreach, community organizations, etc.)

* Conduct outreach to referred youth and parent/guardian (if applicable) to discuss the SCaN

program’s purpose and expectations, verify youth eligibility for the program, receive parent/guardian consent as needed, and enroll youth (e.g., phone call, virtual meeting, home visit, school visit, meeting with the youth and referral partner, etc.)

* Build a trusting and supportive relationship with youth through relentless engagement by

consistently contacting youth to offer support and connecting with youth’s existing network

of family, friends, and other individuals involved in the youth’s life.

* Schedule and facilitate regular “support check-ins” with youth and service providers to assess progress and troubleshoot challenges.
* Provide continual support and address any barriers youth may face as they access and

complete the services they are connected to through relentless engagement (consistent

communication with youth and service providers separately or together)

* Provide continual support and address any barriers youth may face as they work towards

achieving their goals through relentless engagement (consistent communication with youth

and service providers separately or together).

* Assess and reassess youth’s progress and adjust case plans as needed (e.g.,

adding/removing goals, adjusting service connections, etc.)

* Create transition plans for youth as they complete goals and prepare to exit the SCaN

program (e.g., identifying a supportive network beyond the Navigator, listing out steps to

complete additional goals, outlining what their future engagement with the delegate agency.

will entail, etc.)

* Distribute gift cards and other incentives to youth for achieving milestones.
* Track and update all youth cases, including the youth case status, in Cityspan.
* Track and update each youth’s service plan; communication with the youth, youth’s support.

network, and partners; youth’s goals, and youth’s service connections in CitySpan.

* Contribute to the community through community service, leadership, and youth empowerment.
* Engages in all ECS fundraising efforts as required (i.e annual gala working event)
* Performs other duties*, as assigned by management.*

**EDUCATIONAL REQUIREMENTS AND EXPERIENCE:**

* Bachelor’s degree in Social Work, Psychology, Education, or a related field.
* Minimum of 2 years working with youth in a support or advocacy role.

**Skills:**

* Excellent interpersonal and communication skills.
* Ability to work independently and as part of a team.
* Strong organizational skills and attention to detail.
* Proficiency in using computer software, including Microsoft Office Suite.

**Other:**

* Valid driver’s license and reliable transportation.
* Flexibility to work evenings and weekends as needed.

### Preferred Qualifications

* **Experience** in case management or counseling.
* **Knowledge** of community resources and services for youth.
* **Bilingual** abilities are a plus.
* **Experience** working with diverse populations and understanding cultural sensitivities.

**REQUIRED SCREENINGS/CHECKS/TRAININGS**

* Drug screen
* Mandated Report
* CPR / Mental Frist Aid Training
* CANTS Check
* Must be able to pass a Background Check
* Federal Fingerprinting Background Check
* Driver’s Record
* Sexual Harassment Training
* Non-disclosure Agreement
* Any other internal trainings assigned by ECS

**Personal Attributes**:

* Passionate about youth development and committed to supporting the growth and well-being of young people.
* Strong organizational skills with attention to detail and the ability to manage multiple tasks effectively.
* Ability to work independently and as part of a team, demonstrating flexibility and adaptability.

**Availability and Commitment**:

* Willingness to work flexible hours, including evenings and weekends as needed.
* Commitment to ongoing professional development and learning in the field of youth services.

**Additional Requirements**:

* Must be willing to sign a non-disclosure agreement.
* Compliance with health and safety protocols, especially related to COVID-19 measures.