



## **RESOURCE NAVIGATOR JOB DESCRIPTION**

**FLSA CLASSIFICATION:** Nonexempt

**EMPLOYMENT STATUS:** Regular, Part-time

**SALARY RANGE:** \$18-22/per hour depending on experience and education

**WORK HOURS:** 40 hours per week. Days and schedules may vary.

**REPORTS TO:** Executive Director

### **SUMMARY**

The Resource Navigator is a new position that will play an important role providing resources for the guests/clients served by Family Housing and other partners.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Assist families experiencing homelessness with the following:
  - Documents required for housing and employment – birth certificates, IDs, etc.
  - Assist with housing search and placement.
  - Procurement of benefits – TANF, Medicaid, etc.
  - Resume building.
  - Employment searching.
  - Obtaining credit reports.
  - Childcare searching.
  - Applications for housing assistance programs.
- Provide onsite resource navigation at Catholic Charities and FHN each week.
- Accurately and efficiently complete paperwork and reports and collect data.
- Maintain organized files for reporting purposes.
- Coordinate and maintain correspondence.
- Contribute to overall development of agency's goals and take on other duties, as necessary.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- At least 1 year of relevant experience working with families with children.
- Bilingual in Spanish.
- Understanding of family systems.
- Sensitivity to families in trauma and crisis.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Accomplish assigned workload in a timely manner, meet established performance standards.

- Establish and maintain effective working relationships with other staff, and outside agencies.
- Experience in a nonprofit agency or a public human services agency is preferred.

### **SUPERVISORY RESPONSIBILITIES**

- This position has no supervisory responsibilities.

### **CONDITIONS OF EMPLOYMENT**

- Must possess a valid, current drivers' license and means of transportation for business.

### **WORKING CONDITIONS**

The Resource Navigator position consists of primarily administrative work, however, requires occasional manual work during events and resource drives.

- Ability to use computers and look at monitors for up to 6 hours per day
- Ability to use hands and fingers and have good manual dexterity
- Ability to sit or stand for up to 8 hours per day
- Ability to stoop, kneel, reach, and bend at the waist
- Ability to walk up stairs regularly throughout an 8-hour shift
- Ability to walk on uneven surfaces
- Ability to communicate professionally via email, phone, text, and social media channels

### **EEO STATEMENT**

FAMILY HOUSING NETWORK provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, hairstyle historically associated with race, or any other protected characteristic applicable under federal, state, and local laws.

### **AT-WILL EMPLOYMENT**

All employment with FAMILY HOUSING NETWORK is voluntary and is subject to termination by you or FAMILY HOUSING NETWORK at-will, with or without cause, and with or without notice, at any time. There is no guarantee, in any manner, FAMILY HOUSING NETWORK will continue your employment for any set period of time.

### **ADDITIONAL DUTIES**

Please note that this job description is not a comprehensive list of activities, duties and responsibilities that are required of this position. Duties, responsibilities and activities may change at any time with or without notice with direction from FAMILY HOUSING NETWORK.

Employee signature below constitutes employee's understanding of the requirements, essential function and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_