



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Navigator	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Mariposa Heritage House	Travel Required:	Yes
Level/Salary Range:	\$15.52/hour	Position Type:	Full Time 40 hours/week
HR Contact:	Denise Conway	Phone:	209-742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Program Director		
Benefits:	Cafeteria Plan Options: Health Insurance, Retirement, 401k; 128 hours PTO, 9 paid holidays, and 3 floating holidays.		

Applications Accepted By:

E-mail:

denise@alliance4you.org

Subject Line:

Attention: Human Resources

Mail:

Denise Conway

Administration

P.O. Box 2075

Mariposa, CA 95338

Job Description

Role and Responsibilities

The role of the Navigator is to assess incoming participants to assist with housing and social service needs. From this initial assessment the Navigator will provide intensive case management and referrals to community wide agencies and services, or direct services to best serve the needs of the participant and to eventually find housing. Providing transportation is a vital part of the Navigator position.

Direct Service Duties:

- Assesses incoming participants for housing and social service needs while in collaboration with the participant in creating a strategy to meet those needs.
- Creates groups and workshops to meet participants' needs. This could include topics (and not limited to): job skills, rental application help, public assistance forms and programs, community partner outreach, etc.
- Advertises programming and actively recruits participants.
- Connects program participants with resources and provides referrals within the agency and externally.
- Attends meetings with community partners as requested.
- Coordinates and provides transportation for participants attending groups and classes related to their housing and social service needs.
- Attends regular program specific and agency-wide meetings as requested.





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- Ensures participant and funding documentation is completed in a timely and accurate manner.
- Complies with all agency and program policies and procedures.
- Collect housing data and demographics for periodic reports.
- Track budget and manage contract.
- Marketing activities that may include matching landlord with potential tenant and/or community housing programs.
- Serve as MHH liaison and advocate for homeless community.

Center Operations:

- Answers phones and responds to requests for information/services.
- Greet and checks-in with participants as they enter the Center.
- Shares in the maintenance of Center facility (cleaning and organization).
- Participates in the weekly staff rotation of prep, serving and cleanup of lunches and snacks
- Fill in for other positions when needed.
- Conduct weekly house meetings with participants

Office Support

- Assist in office coordination/organization and scheduling.
- Provide coverage of office and fill in as needed.
- Assists in the daily/weekly beautification and cleanliness of MHH.
- Maintain and track daily services and referrals.
- Maintain open communication with team, agency and community partners.

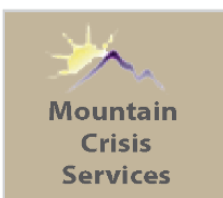
Qualifications and Education Requirements

Education/Experience:

- High School Diploma/GED; college preferred.
- Experience in creating and providing programming, coordinating and recruiting for groups, and documenting services.

Additional Requirements:

- Must complete finger printing and background check upon hire, at MHH expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a valid driver's license and DMV clearance.





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Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. MCS adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance’s expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a valid driver’s license for at least 5 years and DMV clearance.

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Initial Job Description Date:	Click here to enter a date.	Revised Job Description Date:	9/6/2017

*** Upon Hire, this will be signed and dated by the applicant. ***

Signature

Date

