

## ***Transitional Living Program Community Navigator***

### **JOB SUMMARY:**

The Young Adult Transitional Living Program (YATLP) at TreeHouse provides housing and support services to young people (18-24) who are exiting homelessness. The Community Navigator will provide individualized and specialized support to participants focusing on obtaining employment, financial education, meeting program expectations, securing and maintaining housing, and completing individualized goals.

### **DUTIES AND RESPONSIBILITIES:**

- Assist young adults with developing life skills that will aid them in securing and maintaining permanent housing.
- Provide guidance for participants in securing permanent housing.
- Build mutually beneficial relationships with community partners.
- Create pathways of connectivity to the Delaware community.
- Provide coordination of services to young adults in the Transitional Living Program and additional clients receiving community-based services.
- Assist participants with developing system navigation skills and techniques to secure and maintain permanent housing.
- Conduct weekly meetings with participants to determine goals, barriers and resources needed to complete the program.
- Make referrals on behalf of participants.
- Act as a liaison with other service providers.
- Keep updated records of all interactions with clients and any other contacts made on their behalf.
- Provide on-going monitoring and reporting of participant's progress.
- Provide on-going independent living skills instruction in one-on-one settings.
- Attend and contribute to appropriate weekly case reviews.

### **General Responsibilities:**

- Preserve the integrity of the program and agency.
- Demonstrate commitment to the YATLP mission and vision.
- Support overall growth of the United Way of Delaware County.
- Maintain positive and healthy relationships with co-workers and other related parties.
- Create a safe, respectful, and healthy environment where participants can grow and develop.
- Attend all meetings and training courses as required.

- Recommend changes when necessary for program improvement, to better meet the needs of participants.

#### QUALIFICATIONS:

##### *Education and Experience:*

- BA degree in Social Work or Youth Development preferred, or related field.
- 2 years of experience working with homeless or at-risk young people.
- Experience working with young people that have faced significant barriers and/or housing insecurity.
- Experience completing intake assessments.
- Experience developing SMART goal plans.

##### *Skills, Knowledge and Abilities:*

- High level of self-awareness and ability to work effectively with and relate to diverse populations.
- Excellent verbal and written communication skills, especially for client advocacy.
- Ability to work independently and show high aptitude for decision-making.
- Demonstrated ability to efficiently organize, coordinate, track and complete multiple tasks as well as adjust to changing priorities.
- Knowledge of child welfare systems, public and federal assistance programs, and other community resources.
- Strong communication skills and experience having difficult conversations.
- Desire to continuously learn for personal and professional growth.
- High level of personal and professional integrity, including ability to protect and maintain confidentiality.
- Computer application proficiency, including Microsoft Office, Outlook, and Apricot.
- Clean driving record and no criminal background\*
- Access to a reliable vehicle and insurance.
- Ability to be flexible in scheduling.

#### WORKING HOURS:

- 40 flexible hours a week, 9 AM – 5 PM. Some nights, mornings, and weekends will apply.

#### STARTING SALARY:

- \$50,000 - \$55,000