



<b>Position Title:</b>	Navigator (Career)
<b>Department:</b>	Career Development
<b>Primary Supervisor:</b>	Director Career Development
<b>Secondary Supervisor:</b>	Assistant Manager of Navigation
<b>FLSA/ Status:</b>	Non-Exempt/ Full time
<b>Hiring Range:</b>	\$35,634 - \$41,923
<b>Job Family:</b>	Direct Service Level 4b
<b>Revised:</b>	July 2017

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## WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. We partner with some of the area's most respected organizations to provide a mix of economic and educational advancement services to assist families on their path to economic success.

Mi Casa offers career training pathways to help individuals achieve livable wages. Using a "sector-focused" approach that engages local industry to find those jobs that match the client base, Mi Casa works with Denver area employers to create training programs in financial services and customer service. Mi Casa also provides career coaching, including resume, interviewing and job search assistance.

## POSITION SUMMARY

Navigation is a strengths-based, holistic, interdisciplinary approach to support individuals working toward the goal of economic and educational success. The Navigator supports participants individually, facilitates group sessions, and contributes to community referral and service provision partnership, including connecting participants to multiple services and programs within Mi Casa as well as to other community resources. He/she provides a range of support services, including needs assessment; goal setting; problem solving; resource/referral; group support; financial assistance; and benefits management.

## KEY RESPONSIBILITIES:

### Leadership

- Supervises BSW/ MSW interns as needed.

### Participant Interaction

- Works one-on-one with Career program participants to identify personal barriers to training, employment and/or job retention.
- Collaborates with participants to write Economic Success Plans.
- Navigates Career program participants to appropriate resources.
- Facilitates workplace relationship education curriculum.
- Conducts ongoing follow-up for participants on caseload throughout their time at Mi Casa and up to 12 months after program completion.

### Operations

- Works with Recruiter to conduct an initial needs assessment prior to enrollment.
- Leads weekly participant review team.
- Participates in agency-wide Resource Navigation committee.

### Independent Judgement

**Mi Casa's Mission:** Our Mission is to advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage

**Mi Casa's Core Values:** Community, Integrity, Innovation, Expanding Opportunities, Connection



- Uses discretion in determining best ways to support participants.

### **Evaluation**

- Oversees detailed maintenance of case files.
- Oversees tracking and reporting of participants' activities in Mi Casa's participant database.
- Tracks data and prepares reports as necessary.
- Works with Training Coordinator to oversee and implement evaluation efforts.

### **Fundraising and Grant Management**

- Coordinates participants to assist and attend specific events at Mi Casa Resource Center.
- Contributes to and participates in fundraising efforts and events of the agency, as needed.

### **QUALIFICATIONS**

- A Bachelor's degree in Social Work, Human Services, Social Services, or a related field.
- Two to four years of experience working with low-income and diverse populations.
- Two years of case management experience.
- Bilingual English/Spanish required.
- Background check required.
- Valid driver's license, good motor vehicle record and valid auto insurance.
- Computer experience with word processing, spreadsheet and database management.
- Knowledge of Denver-area community-based organizations and resources.
- Occasional evening and weekend work.

### **KEY COMPETENCIES**

- Interpersonal communication
- Strength-based approach
- Respect for low-income and diverse communities
- Understanding of the barriers facing people living poverty

**Mi Casa is an equal opportunity employer.**

**Interested persons should email a cover letter and resume to [jobs@MiCasaResourceCenter.org](mailto:jobs@MiCasaResourceCenter.org) by August 7, 2017. Interviews may occur as qualified candidates apply.**

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