



Position Title: Youth Navigator
Department: Youth Development
Reports To: Director of Youth Development
FLSA: Non-exempt/Full-Time
Job Family: Direct Service Level 3
Hiring Range: \$35,400-\$41,600
Revised: July 2018

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.

MCRC offers comprehensive out-of-school programs for middle and high school youth. Through academic support, positive relationships with adults, and engaging enrichment activities focused on post-secondary preparation, MCRC's work supports students in creating a more vibrant and empowered future for themselves. Mi Casa Resource Center at the Lake Campus offers programs for middle school youth while programs for high school youth are offered at the headquarter location in Southwest Denver. All Youth Development efforts also engage parents and caregivers through family activities, parenting education, and economic and educational programs for adults.

POSITION SUMMARY

The Youth Navigator helps connect Youth Development participants to multiple services and programs within MCRC as well as to other community resources, and tracks program impacts over time. He or she is actively involved with the youth participants in both middle school and high school program. He or she is responsible for the implementation of life skills programming and social emotional learning for middle school and high school participants.

KEY RESPONSIBILITIES

Leadership

- Supervise volunteers, interns, and work study students as needed

Participant Interaction

- Provide navigation services to middle school and high school youth participants
- Support all team members to create and maintain a safe, positive environment through consistent and strengths-based behavior management
- Connect to the youth attending afterschool programming through active engagement and intentionally develop relationships with regular attendees
- Attend and support youth and family engagement events coordinated by partner schools

Operational Tasks

- Support all youth and family engagement activities across middle school and high school programs

Mi Casa Resource Center's Mission: To advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage.

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



- Develop and maintain strategic partnerships and relationships with all school personnel and community organizations providing wraparound and social emotional support to youth
- Support work to strengthen the department's 6th through post-secondary continuum
- Collaborate closely with Family Navigator to ensure holistic support for core participant families through aligned efforts
- Connects with agency to support youth navigation efforts throughout the Youth Development department

Evaluation

- Contribute to data collection by maintaining accurate and timely project specific paperwork and updating agency database
- Collects participant feedback to ensure programs and services are aligned with families' needs and wants

Fundraising and Grants Management

- Assists with fundraising as needed
- Contributes to funder and agency reports as needed
- Supports site visits by being professional, knowledgeable about program objectives, and answering questions as appropriate

REQUIRED QUALIFICATIONS

- Bilingual Spanish/English required
- Bachelor's degree in education, human services, or a related field or an equivalent combination of education, training, and experience
- At least two years of experience working with low-income and diverse populations
- At least two years of experience working with youth
- At least one year of case management experience preferred
- Knowledge of Denver-area community-based organizations and resources
- Pass fingerprint and child abuse registry background checks for consideration
- Availability for flexible schedule with some evenings and weekends
- A valid Colorado Driver's License, good motor vehicle record, and current automobile insurance

KEY COMPETENCIES

- Commitment to positive youth development and strengths-based approaches
- Excellent interpersonal communication, collaboration, and relationship-building skills
- Ability to work with diverse populations
- Strong verbal and written communication skills
- Strong computer skills
- Flexible and adaptable to a dynamic work environment

Mi Casa is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by July 25, 2018. Interviews may occur as qualified candidates apply.

Mi Casa Resource Center's Mission: To advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage.

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