Community Resource Navigator

Position Description

Salary: $21-$25/Hour DOQ

# **PRIMARY PURPOSE:**

Northwest Indian Community Development Center (Aazhoomon) Ombishkaa Community Resource Navigator is part of the Ombishkaa Program team and will work collaboratively within our reentry and community pathways program. These pathways will welcome community members back through advocacy, mentoring and facilitating access to resources and be an educator and advocate within the community regarding reentry and the barriers experienced by our members. The Community Resource Navigator will work on empowering community members to provide stability on their healing journey and engage in community education and outreach.

The Ombishkaa Community Resource Navigator proactively assists and supports community members and the community by cultivating and nurturing relationships, listening to members, providing resources, attends community events, develops resources, provides transportation, community and internal supportive programming referrals. In addition to attending community groups or meeting relevant to reentry services.

**DUTIES AND RESPONSIBILITIES**

* Adhere to the organization’s confidentially policies, including completing annual Data privacy training.
* Maintain confidential at all times regarding all aspects of employment with Aazhoomon.
* Facilitate members’ entry to reentry and community based supportive services by assessing their needs and referring them to the proper resources.
* Maintain a case load of members and provide one-on-one supportive services that focus upon member’s strengths to build positive social connections, cultural healing, personal development goals, family wellness, and community engagement.
* Develop individualized resiliency plans with members experiencing reentry from the criminal justice system that are focused on culturally aligned, member centered approach to setting goals and identifying resources.
* Continuously evaluate and identify needs and barriers that might prevent a member from completing their goals and assist members in creating solution driven opportunities to overcome identified systematic barriers.
* Reach designated assigned monthly program goals and outcomes, report on them as required.
* Collaborate with community agencies, members, and organizations to become familiar with the services they offer.
* Represent Aazhoomon professionally within the community, partnering programs, collaborations, and events
* Maintain up to date information on community resources available within our service area and how to access them.
* Coordinate and lead support/educational/cultural healing centered community activities
* Enter basic information into databases.
* Record keeping of a member’s progression within the program
* Communicate with organization to ensure case notes and other pertinent information is promptly, completely and correctly entered into the database system.
* Attend all required trainings as determined by the program or organization
* Develop and maintain professional relationships with local nonprofit agencies.
* Must be reliable, punctual and have excellent attendance
* Any other duties as assigned

**SKILLS/KNOWLEDGE/EXPERIENCE**

* Demonstrated knowledge of Microsoft Office programs
* High school graduate or GED required. A college degree is not required, however an associate or bachelor’s degree in a related field is highly valued. An advanced degree is a plus, however commitment to continuous professional development and ongoing learning are essential.
* 3-5 years of experience working in community reentry, substance use counseling, housing/homelessness, behavioral health or other relevant settings
* Cultural sensitivity; knowledge of Anishinaabe worldviews and values or the willingness to learn and incorporate into practice
* Computer skills to needed to input data
* Able to remain accountable to our members and following through on organizational responsibilities including maintaining confidentiality, cooperating as a member of a team and in a professional manner, etc.
* Ability to work independently and follow-through on assigned tasks
* Experience working with community members in a supportive mentorship/case management role
* Knowledge of community resources that support members.
* Awareness and experience navigating the probation, parole and detention systems
* Demonstration of an understanding, appreciation and awareness of the cultural, social and economic diversity within the community being served
* Ability to organize activities and coordinate groups of people

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. This position is contingent on continued funding.*

*Signed by:*

 *Employee Date*

*Approved by:*

 *Supervisor Date*

*Approved by:*

 *Executive Director Date*