



**Position Title:** Community Navigator

**Category/FLSA Status:** Exempt

**Supervisor:** Program Director

**Direct Reports:** No Direct Reports

### **Position Summary**

The Community Navigator will provide pre-release and post-release support for Youth With Faces graduates reentering the community from Dallas County Juvenile Department and Collin County Juvenile Services. The Community Navigator achieves this through a combination of formal and informal life and soft skills instruction, one-on-one coaching and barrier reduction. This position will require coordination, collaboration, and necessary follow up for Youth With Faces graduates. The Community Navigator will work in tandem with the larger system to assist in connecting graduates to the appropriate community services and partner agencies by assisting with release planning, continuity of care, and decreasing recidivism to the criminal justice system.

### **Primary Responsibilities and Duties Program Implementation**

- Performs pre- and post-release case management activities for Youth With Faces graduates reentering the community from Collin County Juvenile Services and the Dallas County Juvenile Department
- Develop and implement life skills program that includes a total plan for career decision making processes for reentrants, including formalized career assessments, one-on-one counseling, referrals to other agencies, resume development and scheduling guest speakers
- Provide coaching to participants through their job search, work experience and employment placement to ensure an appropriate placement for their knowledge, skills and interests
- Develop and maintain relationships with businesses and organizations to provide work experience and employment opportunities for students and alumni
- Collaborate with other program staff and instructors to coordinate graduation ceremonies
- Responsible for identifying behaviors or conditions that may create a barrier to reentry or gaining employment; develop a plan for alleviating those barriers utilizing all internal and external resources
- Responsible for handling and recording all student behavior and personal issues inside and outside of the classroom that may arise and possibly interfere with the class or an individual's training and job placement
- Responsible for all data collection and program evaluation assigned for this position, including job placement information, student tracking information, internship information, financial data (internal and external) and formalized intake and exit survey information. Ensures accurate and timely documentation of all participant information



- Create and maintain current documents that are easily accessible by Youth With Faces staff (with the information stated above) and provide reports as necessary
- Responsible for working as part of a team as well as being able to work independently in all aspects of the position
- Ensure timely and accurate completion of all tasks, as well as discuss any current or new ideas, thoughts, or suggestions that will improve or enhance any aspect of reentry programming
- Other duties as assigned by Program Director

### **Qualifications**

- Minimum of a bachelor's degree
- Minimum of 3 years of nonprofit case management experience
- Knowledge of community, government and case management service delivery systems
- Excellent organization and communication skills
- Personal qualities of integrity, credibility and a commitment to and passion for Youth With Faces mission
- Experience working with Opportunity Youth is preferred
- Must be able to pass a background check

### **Details**

Youth With Faces is hiring for a full-time Community Navigator. The Community Navigator will work at the juvenile centers in McKinney and South Dallas. Interested applicants should send a resume, cover letter and salary requirements to Chris Quadri, CEO, at [info@youthwithfaces.org](mailto:info@youthwithfaces.org).