

Haven House Services Job Description

Title: Youth Employment Navigator	FLSA Status: Non-exempt	Employment Status: Full-time
Reports To: Director of Programs	Department: Youth Career Options	Last Evaluated: 1/31/20
Location: Main office	Supervisory Responsibilities: None	
<p>Summary Youth Employment Navigators are responsible for working with juvenile justice involved 16-17 year olds on implementation of individual career development plans to promote a path towards job readiness.</p>		
<p>Specific position duties and responsibilities:</p> <ul style="list-style-type: none"> • Networks, develops and maintains new relationships with local area businesses/employers and educational resources that will offer apprenticeship, internship and/or employment opportunities to youth in the program • Coordinates employment-related opportunities for youth, to include, but not limited to, providing job search assistance and interview support • Works with the Career Success Coach in supporting youth in implementing their Individualized Career Development Plans, evaluating progress towards goals and problem solving around barriers • Supports the Career Success Coach in the delivery of career focused mentoring sessions that supports the development of soft skills relevant to attainment of employment • Provides support in conducting program intakes and discharges • Develops and maintains effective working relationships with stakeholders from the systems that impact program youth • Complies with all record management requirements • Keeps accurate documentation of all program interventions • Enters/tracks program data and provides support to the Director in data management efforts <p>General agency duties and responsibilities:</p> <ul style="list-style-type: none"> • Completes all required trainings • Participates in agency outreach and fundraising events • Demonstrates a willingness to assist in other agency programs as needed • Acts as a custodian and demonstrates responsible and ethical use of agency property and facilities • Displays sensitivity to the service population's cultural and socioeconomic characteristics • Strives to embody the agency's Code of Ethics while working towards the agency's Mission • Learns and demonstrates Agency-wide Competencies including the areas of consumer and community relationships, continuous individual and agency-wide improvement, vision and purpose, respect and teamwork and positive leadership • Learns, develops, and models Positive Youth Development core competencies resulting in capacity to contribute to the mission of Haven House Services and be a resource to our youth and families, other partner organizations, and our community • Other duties as assigned 		
<p>Minimum qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree in a human service field from an accredited institution • Preferred two years of related experience and/or training with target population 		
<p>Knowledge, skills and abilities:</p> <ul style="list-style-type: none"> • Knowledge of the NC Juvenile Court System and local community resources • Experience with client documentation and file management • Strong written and verbal communication skills 		
<p>Other requirements:</p> <ul style="list-style-type: none"> • Valid North Carolina Driver's License and satisfactory driving record 		

- Personal vehicle for use in conducting home visits and/or transporting clients in the event agency vehicles aren't available
- Proof of current/valid car insurance
- Acceptable background report
- Negative drug screen results

Work environment:

- Flexible schedule to include evening and weekend hours
- Culture of care and wellness in the office
- Potential exposure to bloodborne and/or airborne pathogens

Employee printed name: _____

Employee signature/date: _____

Supervisor printed name/date: _____

Supervisor signature/date: _____