

NOW HIRING COMMUNITY NAVIGATOR (temporary/grant-funded)

White County United Way Job Posting

Start Date: September 15, 2022

End Date: July 1, 2023



White County United Way

The Community Navigator will develop and advance strategies that position White County United Way as an impact-focused organization. The Community Navigator will serve as a subject matter expert who works cross-functionally to lead and engage impact-focused, community-wide initiatives surrounding populations of color and indigenous people, the traditionally underserved, those living in or near poverty, and those who live with disability or limited English proficiency. The Community Navigator will be a changemaker within WCUW to advance our impact around Diversity, Equity, and Inclusion and set a leading example of inclusion in our community.

Primarily, the Community Navigator will address health inequities for disparate and marginalized populations to help them navigate the social services available to them as residents of our county. Through this direct client contact, the Community Navigator will inform social service networks on existing barriers to care and work collectively and systematically to dismantle those barriers in White County.

This position will remain active as long as funding remains available; although it is not a permanently-funded position, it may extend beyond the posted end date if possible.

To Apply by September 6:

Please combine into one document and submit via email: 1: the attached employment application, 2: a letter of interest and 3: a current resume to Nicole Jenkinson, White County United Way Executive Director at whitecountyunitedway@gmail.com

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Host, manage, and/or attend all relevant Social Service meetings, grant groups, and work sessions, as the local expert on resource access (Social Service Network, TI-ROSC)
- Seek out strategic opportunities, including grants, that leverage WCUW presence and advance community work
- Provide organizational support, public knowledge, and leadership to stakeholders, including advocacy strategies, best practices, and ALICE utilization
- Maintain and translate the Social Services Directory
- Build an access-first organizational mindset by making decisions and designing intentionally accessible materials before translating them for general audiences
- Use various software, including word processing, spreadsheets, and presentation software to prepare reports, special projects, agendas, grants, and print/digital media
- Manage client appointments, progress, communication logs, community involvement, and appropriate learning goals; maintaining meticulous, secure data
- Track program budget, grants, fundraising, and data for grant reporting
- Maintain confidentiality at all times
- Schedule appointments with community members when appropriate
- Organize and coordinate family involvement/workshop opportunities at community events
- Monitor Client progress in the areas of need and referral
- Coordinate client commitments and maintain contact with clients throughout the community year
- Maintain client communication logs for each individual client and their family
- Provide monthly data updates to supervisors and regular reports to social service leaders in the community
- Mentor/coach clients as needed
- Maintain detailed case notes for each family for medical and privacy standards

SUPERVISORY RESPONSIBILITIES

- None-potential collaboration with other community navigators in the region

QUALIFICATIONS

- Multi-lingual
- Experience/understanding of Trauma impact and consequences
- Passion for creating plans and processes for client success
- Ability to collaborate with a team of professionals to problem-solve issues to create success for clients
- Successful experience working with people at all levels
- Willingness to learn and apply new skills and knowledge
- Demonstrate interpersonal skills and the ability to relate to all stakeholders within the community
- Ability to communicate well through written and oral language with a diverse group of individuals
- Ability to understand a diverse client population and community groups
- Knowledge of community resources and compassion for members of the community
- Ability to generate new initiatives and processes within the program
- Ability to take direction and demonstrate team effort
- Demonstrate understanding of a clients wholistic and immediate needs
- Must have a flexible work schedule – some evenings required

UNITED WAY WORLDWIDE CORE COMPETENCIES:

- **Mission-Focused:** All United Way employees recognize that the organization's top priority is to create real social change that improves lives and changes community conditions. This drives their performance and motivations.
- **Relationship-Oriented:** All United Way employees are responsible for cultivating and managing relationships, fostering an atmosphere of trust, and taking a collaborative approach to addressing issues.
- **Results- and Data-Driven:** All United Way employees are accountable for achieving individual performance goals in support of organizational goals.
- **Brand-Steward:** All United Way employees are stewards of the brand and understand their role in protecting the reputation of the local United Way and the global brand. Employees see the well-being of all United Ways as interconnected.
- **Continuous Learning:** All United Way employees demonstrate a desire to acquire knowledge, skills, and abilities necessary to perform effectively.
- **Critical Thinking:** All United Way employees have the ability to think critically and to solve problems using basic research, analysis and interpretation.
- **Professional Behavior:** All United Way employees conduct themselves in a professional manner and follow organizational guidelines and standards of ethical behavior as established by United Way Worldwide.

EDUCATION and EXPERIENCE

- Educational background in human services
- Two or more years in public and/or social service
- Two or more years working in a self-directed environment
- Knowledge of Diversity, Equity, and Inclusion initiatives

SKILLS

- Clear, effective communication (reading, writing, listening, speaking)
- Analytical abilities to understand data reports, create them, and present them to others
- Creative problem-solving
- Objective observation and reporting skills; ability to make logical recommendations
- Ability to interpret instructions and deal with abstract and concrete variables

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License
- Trauma-Informed Care, Crisis Intervention, or other certificates for mental health intervention
- Must be able to pass a background check.

PREFERENCE GIVEN TO CANDIDATES WHO:

- Reside in White County
- Are English/Spanish proficient
- Have prior United Way work or personal experience
- Understand Collective Impact and/or Harwood Community Conversations

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment is an office, home office, or other public space. Some outdoor and after-hours events are required. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY

Salary is contingent upon educational attainment and experience. Depending on negotiated salary and benefits, the hourly minimum rate of pay is \$15.85.

HEALTH INSURANCE

Third-party marketplace: WCUW will set an appointment for the candidate to meet with a [healthcare.gov](https://www.healthcare.gov) insurance navigator upon request.

ANNUITY

As per benefit matrix of the organization.

SHORT TERM DISABILITY INSURANCE

As per benefit matrix of the organization.

UNEMPLOYMENT INSURANCE

Not available for this position; the position is temporary; contract has a definitive end-date and is not guaranteed beyond that date.

APPLICATION PROCESS

Applications for this position will be accepted via email at whitecountyunitedway.org (Subject: Community Navigator-Application) until September 6, 2022. You may call the office at 574-583-6544, ext. 4 to confirm it was received.

White County United Way reserves the right to modify, interpret, or apply this job description in any way the Corporation desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at will."

White County United Way General Employment Application

Personal Information				
Last Name	First	MI	Application Date	
Current Address	Apt.	City, State, Zip	Home Phone	Cell Phone
Previous if less than 5 yrs above		City, State, Zip	Apt.	How long?
Previous Address if applicable		City, State, Zip	Apt.	How long?
Email	Referred by	Position applied for	Date Available	Salary desired
Work Restrictions? List:				
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If no are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been convicted of a Felony? Yes No		If yes, please describe in detail:		
Education and Training				
High School Name		Address		
Did you graduate? Yes No		Degree /Major		
College		Address		
Did you graduate? Yes No		Degree /Major		
Other		Address		
Did you graduate? Yes No		Degree /Major		
Professional References				
Full Name		Title		
Company		Phone ()		
Address		Relationship	Time Known	
Full Name		Title		
Company		Phone ()		
Address		Relationship	Time Known	
Full Name		Title		
Company		Phone ()		
Address		Relationship	Time Known	

Employment History (most recent first)

Company	Type of Business	Phone ()
Address	From To	<input type="checkbox"/> Full Time Part Time
Job Title/Responsibilities	Supervisor's Name May we Contact? Yes No	
Salary History Starting Ending	Reason for leaving	

Company	Type of Business	Phone
Address	From To	<input type="checkbox"/> Full Time Part Time
Job Title/Responsibilities	Supervisor's Name May we Contact? Yes No	
Salary History Starting Ending	Reason for leaving	

Company	Type of Business	Phone ()
Address	From To	<input type="checkbox"/> Full Time Part Time
Job Title/Responsibilities	Supervisor's Name May we Contact? Yes No	
Salary History Starting Ending	Reason for leaving	

Please BRIEFLY describe any additional education/experience you have that may be applicable to employment here.

Authorization

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. As a condition of employment, individuals offered employment may be required to submit to a pre-employment drug test and its results will be binding.

Signature _____ **Date** _____

Equal Opportunity Employer

We do not discriminate on the basis of race, color, age, national origin, gender, religion, disability, gender identity, veteran's status or sexual orientation in compliance with all Federal State and local laws.

NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with White County United Way (WCUW). **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with WCUW.** You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

Background Check Authorization

By signing below, I, _____, hereby voluntarily authorize WCUW to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at WCUW. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

Print Name (last, first, middle) _____
Social Security Number

Date of Birth (MM/DD/YYYY) _____
Drivers License Number _____
Drivers License State
(For ID Purposes Only)

Any other names I have been known by: _____

Current Address: _____

Previous Addresses (Last 7 Years) _____

Signature _____
Date

