

Job Title: Employment Navigator
Department: Sexual and Domestic Violence Services
Reports To: Chief Program Officer
Prepared: April 1, 2015

PAY GRADE:4

SUMMARY: To lead the development and implementation of employment-related services for those who have experienced sexual and/or domestic violence by engaging in activities that are consistent with the YWCA Strategic Plan. This position assures that services include trauma informed and client-centered advocacy for employment and job readiness activities; as well as, represents the YWCA in partnership with local service providers, government partners, and funders. The population being evaluated during this “pilot” phase will be survivors throughout the region who are participating in rapid rehousing initiatives.

ESSENTIAL FUNCTIONS Other duties may be assigned when appropriate for the success of the initiative.

Community Connections

- Become a repository of knowledge on employment services for DV survivors in rapid rehousing by accessing existing services and resources
- Broker services among local employment services providers; negotiate agreements, build relationships, and mediate partnerships
- Participate in community networks, homeless services workgroups, and other employment related networks.
- Educate employment service providers on the employment service needs of DV survivors in rapid rehousing, and coordinate with them to design and implement appropriate services

Advocacy

- Advocate with employment service providers on behalf of participants for access to appropriate services
- Advocate for changes in systemic, organizational, and public policies and practices to improve access to services for participants

Direct Service to Clients

- Assist DV survivors in rapid rehousing in accessing mainstream employment services, including educating individuals about available services, coaching individuals on how to access services,
- Assist DV survivors in rapid rehousing to identify and access specialized employment services as necessary, such as those offered through community based organizations
- Coordinate with domestic violence service providers to identify, enroll, and orient participants in educational, vocational, and job-readiness activities
- Work with case managers and community resource providers to recommend support services and individualized life skills assistance
- When appropriate, directly deliver employment-related services such as job coaching, job search assistance, resume writing assistance, and interview preparation
- When appropriate, conduct direct outreach to employers to connect participants with employment opportunities or to educate employers on hiring and employing DV survivors
- Provide job retention support for employed individuals such as follow-up calls and ongoing connections to available support services

Evaluation

- Participate in development, tracking, and reporting of activities and outcomes related to compliance with funding expectations.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- Minimum of Bachelor's Degree

Experience:

- Experience with and understanding of current practice in employment services, including services for hard-to-serve populations and those with significant barriers to employment
- Experience with and understanding of workforce development systems, including the WIA/WIOA funded system, TANF, SNAP E&T, etc.
- Knowledge and experience in housing, homeless services, rapid rehousing, and/or domestic violence
- Familiarity with local service providers and other resources
- Familiarity with local labor market and appropriate employment opportunities

Skills/Requirements:

- Ability to be self-driven to complete tasks, organize duties, and perform to meet goals
- Ability to work in a highly mobile position, work from multiple sites, travel to participant homes, etc.
- Ability to understand and address both systems-level issues and client service needs
- Must demonstrate a solid ability to work in a trauma informed environment – understanding empathy with accountability
- Must demonstrate the capacity to be resilient and persistent – committed to the long term successful sustainability of survivors of violence

Staff demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.