



**El Programa Hispano Católico: Community Strengthening Programs
Community Pathways Project Navigator**

Part- time Position (20 hrs./week) Non-exempt

Reports to: Community Strengthening Programs Program Manager

POSITION SUMMARY:

The Community Pathways Project is a collaborative of social services agencies lead by Project Access Now. The work of the collaborative is to promote the well-being of families whose members have been affected by gangs, incarceration and poverty. The program addresses barriers, provides resources and case management to promote health, stability and economic mobility.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Recruit program participants from community outreach and internal referral efforts.
- Screen potential clients for eligibility.
- Engage clients using Assertive Engagement, Trauma informed and strengths based models.
- Meet regularly with clients to identify, initiate and monitor pathway progress.
- Organize and maintain records and documentation per agency and contractual requirements in a confidential manner.
- Provide Navigation services to at least 10 families living in Rockwood/Gresham neighborhood.
- Connect clients to community resources to complete pathways.
- Enter client data in CLARA regularly to track pathways for clients.
- Enter client data and case notes in Salesforce
- Attend monthly meetings with the Community Pathways Project Navigators team and other meetings as required by the collaborative.
- Adherence to El Programa Hispano Católico policies and procedures.
- Perform other duties as assigned by EPHC supervisor.

QUALIFICATIONS AND REQUIREMENTS:

- Must be bilingual (Spanish/English) and bi-culturally competent.
- Excellent communication skills, both verbally and in writing in Spanish and English.
- Bachelor's degree or equivalent experience required.
- Experience and knowledge working with a broad range of issues affecting Latinos/Communities of Color in the community.
- Experience with community networking and organizing.
- Demonstrated experience in facilitating and delivering trainings and presentations.
- Intermediate proficiency in all programs of Microsoft Office; experience with data entry.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast paced work environment.
- Ability to support organizational and program specific mission and goals.
- Ability to lift 40 pounds.

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- Must have driver's license, ability to obtain automobile insurance at levels required by agency (100/300/100).
- Satisfactory results from civil, criminal and motor vehicle background check required.

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Please submit your resume and cover letter at:

<https://catholiccharitiesoregon.applicantpro.com/jobs/>

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