



**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.

3.10.2017 NMS

- 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://ElPrograma.applicantpro.com>

**EQUAL OPPORTUNITY EMPLOYER**