



**El Programa Hispano Católico: Community Strengthening Programs  
Mobile Navigator and Assessment Worker**

Full- time Position (40 hrs./week)

Reports to: Community Strengthening Programs, Program Manager

**POSITION SUMMARY:**

The Mobile Navigator and Assessment worker is part of a team that engages and assesses people experiencing homelessness for housing resources, specifically Permanent Supportive Housing (PSH) units. The majority of clients served through this project are unaccompanied, chronically homeless adults who are overrepresented, underserved and not accessing main stream housing and support resources; there is specific emphasis on improving the equitable access to services for people of color and underserved over represented populations. The program is delivered through a partnership between Transition Projects (TPI), Urban League of Portland (ULP) and El Programa Hispano Catolico (EPHC). Partners provide street and site based outreach/engagement, coordinated access assessment, documentation collection, barrier mitigation, and provides flexible participant assistance to support the rapid transition of people prioritized through coordinated access to available housing resources.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Recruit program participants from community outreach in local food pantries, County clinics, local hospitals, detention centers and or police stations, communities of faith as well as internal referral efforts.
- Perform VI SPADAT assessment.
- Engage participants using Assertive Engagement, Trauma informed and strengths based models.
- Provide systems navigation and connect clients to community resources.
- Assist participants with barriers mitigation.
- Assist participants with flexible funds to support the rapid transition to housing.
- Assist participants with housing placements.
- Organize and maintain records and documentation per agency and contractual requirements in a confidential manner.
- Enter client data in Service Point according to agency and contractual requirements.
- Enter client data and case notes in Sales Force according to agency requirements.
- Attend monthly meetings with the Mobile Navigation Team and other meetings as required by the collaborative.
- Actively participate in monthly agency, team and other meetings as requested by program manager.
- 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 homeless Latinos/Communities of Color in the community.
- 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.

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- 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.
- 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/>

**EQUAL OPPORTUNITY EMPLOYER**