Job Title:	Peer Navigator	Position Family: Career Level:	Program
Position:	Program Navigator		Service Provider
Initiative/Division:	VOICES	WC Code/EEO:	8742 / 5
Location:	Alameda County	Travel Required:	Yes
Level/Salary Range:	$25.00-$26.50 per hour/ non-exempt	Position Type:	Full Time, Hourly
HR Contact:	otmhr@onthemovebayarea.org	Date Posted:	4/18/24
About On The Move	On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!		
Benefits:	**PTO:** Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to page 4-1 of the OTM Personnel Policies PTO Schedule. **16 Paid Holidays:** Please refer to the OTM 2023-24 Calendar to for a schedule of holidays. **Business Expenses:** Preapproved, work-related travel, and $60 monthly cell phone reimbursements. **Health Benefits:** Full-time employees are eligible to receive health insurance through Kaiser and pre-tax **F**lexible **S**pending **A**ccount (HSA/Childcare). **Retirement:** Employee contributions to a 403b plan are optional. Agency match up to $1,000 after 1st year of employment.		

Applications Accepted By:

FAX OR EMAIL:	MAIL:
707/251-9509 or otmhr@onthemovebayarea.org Subject Line: Open Position	On The Move Attn: Human Resources 780 Lincoln Avenue, Napa CA 94558-5110

Job Description

Position Summary: Peer Navigators will work directly with young people experiencing homelessness to support them in identifying the appropriate community interventions and accessing services that will meet their needs. Peer Navigators will work inside Alameda County shelters and other community-based organizations to develop relationships with homeless youth and empower them to set and reach their goals.

PERFORM ONE-ON-ONE CASE MANAGEMENT AND COACHING:

- Provide support and case manage a caseload of 17 clients
- Provide assessment to youth interested in identifying areas of needed support and collaborate with youth to create plans to attain goals.
- Provide comprehensive and targeted case management to support youth with goals around education, employment, health, wellness, housing, and independent living skills.
- Deliver individually identified and developed coaching services.
- Educate youth on the resources and opportunities available to them.

- Receive and Coordinate referrals with other agencies, to provide a continuum of care. As well as internal and external programs in order for youth to reach their goals.
- Maintain regular progress notes and complete data tracking for contacts with youth by recording data into AirTable electronic database.
- Complete monthly and quarterly progress reports.
- Collaborate with youth to provide analysis and feedback for the course of the program.
- Develop authentic and empowering relationships with youth and staff.
- Organize and facilitate meetings with both young people and adults
- Transport clients to various appointments or services within the county

DATA MANAGEMENT:

- Tracking and entering individual program data
- Pulling numbers for reporting purposes
- Supporting with the writing and updating of grant reports

OUTREACH:

- Perform street-based outreach inside the community shelter/housing programs
- Work side by side with staff to plan and support outreach
- Participate in the social media outreach efforts and any other forms of outreach
- Maintain office hours at local high schools in Solano County to provide VOICES services onsite.

WORKSHOPS/ EVENTS:

- Event workshop coordination, including preparation and collection of sign-in sheet.
- Lead and plan one event each month either workshop or barbecue
- Support VOICES-wide events including monthly barbecues, anniversary event, and workshops.
- Creating a connection to all youth, inviting them to events, workshops, etc.

ADMINISTRATIVE/ GENERAL

- Maintain proper time keeping for tasks and payroll.
- Keep an accurate and up to date calendar.
- Timely response to all email, phone and text communication.
- Participate in Adult Reflection, an organizational practice that supports learning
- Build and maintain positive working relationships with co-workers, and the public using principles of good customer service.
- Greets, communicates, and treats all organization constituents with respect, dignity, and an attitude of service.
- Demonstrated commitment to Diversity Equity and Inclusion values and practices
- Clear desire and absolute commitment to adhering to OTM's principles, practices and culture
- Additional duties as assigned

PROFESIONAL DEVELOPMENT

- Participate in learning and development trainings offered by On The Move
- Open and willing to learn and implement the unique culture of On The Move and VOICES
- Additional duties may be assigned

IDEAL CANDIDATE QUALIFICATIONS AND QUALITIES

- Associate of Arts or Associates of Sciences degree (preferred)
- Direct or lived experience utilizing and/or working with community-based services focusing on youth services
- Demonstrate characteristics associated with outgoing leadership, creativity and innovation
- Experience providing direct outreach
- Possession of a valid driver's license and insurance

KEY KNOWLEDGE, SKILLS, AND ABILITIES			
• Proficiency with G-Suite (Gmail, Drive, Docs, et cetera) • Proficiency of Microsoft Word, Excel, PowerPoint (preferred)			
Last Updated By:	JWay	Date/Time:	4/14 7:45am

On The Move is an Equal Opportunity Employer (EOE). We utilize E-Verify to confirm employment eligibility. Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, genetics, gender identity or expression, disability status or veteran status.