

**Job Description  
Community Navigator**

**General Information:**

Title: Community Navigator	Reports to: Executive Director
Status: Part-time, hourly, non-exempt <i>Temporary through September 30, 2021</i>	Pay: \$ 1 3 / h o u r
Start Date: End Date: September 30, 2021	Hours: max 25 hours per week (Additional hours must be preapproved by supervisor)

**Summary:**

The Community Navigator serves as a liaison to residents of Victoria, Goliad, DeWitt, and Lavaca Counties and the City of Gonzales to serve as role models, educate neighbors about resources based on current needs, and assist in the development of community support systems and networks.

**Responsibilities:**

- Assist community members and assess barriers of individuals to determine relevant service referrals.
- Support a group of individuals, providing referrals, follow-up contacts, and potentially collaborate with community partners.
- Serve as an ongoing liaison between Community Navigator program and other external partners.
- Maintain accurate daily logs, interaction notes, and files for all community members.
- Collect and enter community member data into referral database.
- Educate to impact participants' ability to advocate for appropriate resources in their communities.
- Attend scheduled staff meetings, community health worker meetings, and trainings.
- Other duties as assigned.

**Requirements:**

- High school diploma or equivalent and 2 years of work experience in underserved communities, preferably in community health/outreach, health care setting, or emergency/disaster case setting.
- Bilingual Skills preferred (English/Spanish)
- Access to personal vehicle, valid Texas Driver's License with car insurance and a clean driving record. Flexibility and mobility to travel to off-site locations within or outside the Crossroads area , as needed.
- Detail-oriented, with the ability to multi-task and manage multiple complex projects and processes independently with limited supervision.
- Proficient in Microsoft Office (Word, Excel, Outlook) and online resources and applications; familiarity with database software.
- Strong interpersonal skills, with the ability to communicate and work effectively with nonprofit and community professionals and leaders as well as corporate executives in all

settings.

- Can effectively cope with change, shift gears comfortably, and handle risk and uncertainty.
- Team player, flexible and able to work with humor and grace under pressure.
- Ability to occasionally lift and/or move up to 25 pounds.

Physical Demands/Work Environment:

- Constantly uses vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Frequently exchanges information in person and/or in writing via telephone and computer.
- Regularly required to sit, stand, walk, reach with hands and arms, talk and hear.
- Frequently operates a computer and other office machinery.
- Occasionally positions self to reach files, binders, etc. above the head and/or near the floor.
- Occasionally must lift and/or move up to 25 pounds.
- Travel within service area is required.

I acknowledge that I have read and understand the job description responsibilities and requirements. I understand that this information is designed to indicate the general nature and level of work and does not list all duties of the specific job and may be revised by the employer at any time. I also understand that this is not a contract for employment; United Way of the Crossroads is an at-will employer.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Issued By: \_\_\_\_\_