



System Navigator for Youth and Young Adults

*Position specifications are intended to present a description list of the range of duties performed by employees in the position. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The System Navigator assists and supports youth and young adults (YYA) experiencing homelessness, or at-risk of homelessness, in achieving housing stability, increasing their education and/or employment, and improving their well-being, as desired by the YYA. The System Navigator will help them obtain the community resources available to address the YYA challenges and support them in building life skills. The System Navigator also teaches self-advocacy skills to YYA, and, when necessary, advocates on behalf of YYA to help them receive the services they want and for which they are eligible. The System Navigator will meet with YYA at the University of North Dakota TRIO Programs office, within Grand Forks Public Schools, in their home, or other appropriate and safe locations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Project Director at the Grand Forks Housing Authority, as well as the Director of TRIO Programs and/or the GF Public Schools McKinney-Vento Homeless Liaison.

This role does not require supervision of employees.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties include, but are not limited to, the following:

1. Establish a trusting relationship with YYA by initiating and maintaining regular contact and providing emotional support;
2. Conduct initial and on-going person-centered planning with YYA, assist with identifying paths to achieve self-directed goals;
3. Assess YYA for current living conditions: guardian involvement, conversations with guardian and/or respective home where they may be staying, safety planning;
4. Help YYA navigate complex systems, including but not limited to: the child welfare, physical health care, human services, social services, affordable housing, and criminal justice systems – always with the end goal of assisting them to achieve and maintain their person-centered plan;
5. Provide information, referral and support in locating services and additional supports, as desired by the YYA;
6. Embrace HUD principles such as housing first, harm reduction and trauma-informed care to YYA;



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7. Help YYA clients identify what is getting in their way of meeting their goals and support them in creative problem solving to find both short-term fixes and longer-term solutions that address the root causes of difficulties;
8. Assist YYA participants with housing identification, utilization of the Coordinated Entry System, and other assistance, such as rental and financial needs;
9. Assist with HUD CoC and other agency monitoring visits;
10. Participate in training related to YYA experiencing homelessness and professional development opportunities;
11. Enter data on YYA supported into the Homeless Management Information System (HMIS) in accordance with HMIS Data Standards;
12. Prepare and submit forms, and reports to federal agencies and GFHA Executive Management and complete all required documents;
13. Stay abreast of housing assistance and other support programs and new trends and innovations in the field of affordable housing;
14. Perform related duties and responsibilities as required.

DESIRED QUALIFICATIONS

Bachelor's degree in social work or related field; knowledge and experience in working with youth and young adults, and/or people experiencing housing instability or homelessness can take the place of education. Preference for qualified individuals with lived expertise of youth homelessness and/or 1-2 years of experience providing direct services - ideally assisting individuals who are experiencing homelessness navigate the intricacies of complex systems to address housing, educational, and other critical needs.

Current Knowledge, Skills and Abilities, or the ability to quickly attain:

- Skilled in harm reduction, motivational interviewing techniques, trauma-informed care, cultural humility;
- Comfort working independently in various community settings;
- Ability to maintain appropriate professional boundaries and confidentiality at all times;



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- Minimum of 1 year of experience working with individuals experiencing complex life challenges (trauma, homelessness, criminal justice system involvement, poverty, isolation, unmet physical health needs, etc.);
- Experience using electronic record management systems;
- Ability to organize time effectively to meet assigned work demands;
- Ability to express and transmit ideas and knowledge clearly to diverse audiences;
- Current and valid driver's license and meets minimum automobile insurance requirements;
- Ability to work collaboratively and with minimal direct supervision.

WORKING CONDITIONS

Environmental and Physical Conditions:

Office and field environment; travel from site to site; work with computers; Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

WAGE BAND

Starting Salary Range: \$47,153 - \$53,040, depending on qualifications.

TIMELINE

Project staff will review applications on a continual basis with the intent for the position beginning work as soon as possible.