Choosing Our Roots (COR) is seeking to hire a Navigator for COR participants in Anchorage.

This full-time, year-round position provides support, advocacy, and navigation services to youth participants in a variety of settings via screening, training, education, empowerment-based interventions (individual and group), host home programs, and systems navigation. In collaboration with the Co-Directors of Programming, this position assists participants in COR’s collective living space, which acts as temporary stabilization for people awaiting a host home match. They also assist in connecting youth with host homes, finding solutions, creating and adjusting goals, developing life skills, and navigating the social and emotional issues related to experiencing homelessness, including those specific to LGBTQ+ young people. This position coordinates with and supports the participant as they navigate intersecting systems and connect to existing resources. This position’s case management responsibilities are focused on youth participants, but may also include serving and responding to requests for help by host families, families of origin, and service providers as outlined and agreed to by the participant. This position also holds responsibility for outreach and engagement to strengthen agency partnerships within various systems and coalitions, interagency collaboration, and advocacy for the needs of youth participants within these systems.

Job Title: Navigator
Job Type: Full-time, 40 hours per week
Hours: Flexible scheduling in collaboration with team; some evening and weekend hours
Location: Anchorage
Pay range: $52,000-$60,000 DOE plus benefits

ESSENTIAL JOB FUNCTIONS: *May not include all duties of this job*

- Conducts intake and supports acceptance of youth participants into COR host home programming, or refers youth to appropriate resources.
- Completes a pre-developed assessment of the needs and challenges of participants within 5 days of initial contact and based on program eligibility requirements.
- Upholds requirements of HUD and CoC by entering data in the Homeless Management Information System and completing necessary intervention tools.
- Provides ongoing case management support to youth as they reside in COR’s collective living space.
- Collaborates on planning and delivery of programming specific to the collective living space.
- Assists in facilitating a match between youth and hosts.
- Participates in the development of the initial and ongoing plan for housing and community stabilization with participants, always remaining youth led and directed.
- Refers youth to appropriate resources, such as physical and mental wellness support, educational and vocational supports, drug and alcohol treatment, and more.
- Assists youth in navigating systems related to employment, education, access to mainstream benefits, permanent housing, healthcare, and other areas relevant to individual goals.
• Consults community investors, trained volunteers, and board members regarding the ongoing coordination of participant needs. Actively participates in COR meetings, follows up with issues related to care coordination, and reports back as appropriate.

• Completes progress notes per COR guidelines within 24 hours of participant contact, ensuring the notes are part of the participant’s file, with the consent of the participant.

• Provides support to participants as they adjust to new living environments, both in the collective living space and as they transition into host homes, and adapt to changing roles and dynamics within the home system. Documents and monitors as outlined by COR policies.

• Coordinates education and training to participants, host homes, and volunteers to enhance their understanding of needs, resources, and possible solutions to challenges that arise.

• Collaborates with the COR Finance & Fundraising Committee to develop reports on program outcomes.

• Conducts interagency outreach and proactively engages in ongoing collaborative relationships with other youth-serving agencies, coalitions, and systems.

• Advocates for the needs of youth participants within the intersecting systems that affect their lives.

CORE VALUES

Demonstrates personal and interpersonal qualities that support the Core Values of Choosing Our Roots: Dignity & Respect, Empowerment, Cultural Relevancy, Community, and Hope

ESSENTIAL JOB QUALIFICATIONS:

COR remains committed to equity in our work and communities. Individuals with lived experience of homelessness or being marginally housed, and/or who identify as queer, trans, or Black/Indigenous/Person of Color are encouraged to apply.

• **Relevant Experience:** May include lived experience of houselessness, experience in behavioral health, experience working with youth and young adults, experience working with diverse populations, experience in a peer support role, experience navigating dual relationships in professional settings, and experience advocating within complex systems.

• **Other Qualifications:** Valid Driver’s License and automobile insurance according to AK State Motor Vehicle laws are required. Must have reliable transportation for local travel. Must have basic computer skills in order to participate in remote work, data entry, and other essential job functions. Must be able to interpret verbal and non-verbal communication. Must have ability to process and provide feedback in a manner that is sensitive to cultural, linguistic, and psychological needs of participants, host homes, and volunteers. Must be able to balance working independently and as part of a team.

A complete application **must include a cover letter and a current resume.** Please submit to info@choosingourroots.org. First round of applications will be reviewed by a Hiring Committee of COR stakeholders. Position remains open until filled.