



Position title: Youth Navigator	Reports to: Director of Youth Services
Department: Youth Services	Status: Full time
Position type: Core Staff	Relevant work experience: 2 Years

Position summary: Navigators are a key component of our reentry model and service, providing guidance and direction to clients entering at different stages of rehabilitation and development. Navigators provide leadership and peer mentorship as graduates of our 18-month program. They are instrumental in assessing client's adjustments to the therapeutic community, provide insight for relapse prevention, and intervene to provide a safe learning community for all clients. In addition, Navigators coach clients to focus on their progress by giving clients feedback on their growth and development

Essential Duties:

- Lead trainee cohorts and provide leadership and team building tasks.
- Develop and support trainee work ethic.
- Engage and support trainees in healing and recovery.
- Work closely with Youth Re-entry Case Manager to coordinate internal referral to make progress toward service plan goals (Homeboy services- classes, substance abuse, legal, education, mental health, social enterprises, etc.). Including external referrals.
- Plan team-building experiences and activities.
- Track attendance and hours
- Cultivate & maintain Homeboy Culture.
- Integrate Workforce Development/work experiences
- Provide one-on-one mentorship to all trainees that directly supports the reentry process by serving as positive and responsive role model.
- Coordinate the day to day operation of our maintenance department.
- Support clients individualize service plan created by the youth reentry case managers and client.
- Provide feedback to case managers on client's progress, based on client's needs, challenges/struggles and success.
- Support, coordinate and organized outings/events with youth reentry case managers to enhance the clients experience at Homeboy Industries and expose the client to new environments.
- Other duties assigned

Qualifications and Experience:

- Capacity to manage and lead people; team builder; ability to connect with staff both on an individual and group level.
- Capacity to hold team members and trainees accountable, develop and empower team from the bottom up, and learn the strengths and challenges of the team to put people in a position to succeed.
- Mission-driven person with strong work ethic; challenge seeker and problem solver; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance and take unpopular stands when necessary.
- Ability to maintain strong professional and personal boundaries, while still providing mentorship to individuals, as needed.
- Experience working with diverse adult population with varying learning styles.
- Ability to build rapport, and to develop and maintain a safe, interactive learning environment.
- Ability to work in shared office with fast-paced environment and frequent interruptions.
- Detail oriented with excellent communication, organizational, and writing skills.
- Proficient in Outlook, Word, Excel, PowerPoint and FileMaker Pro.