



## **HOMEBOY INDUSTRIES**

### **Navigator/ Retention Specialist (GO)**

#### **MISSION STATEMENT:**

Homeboy Industries provides hope, training, and support to formerly gang-involved and previously incarcerated men and women, allowing them to redirect their lives and become contributing members of our community.

#### **JOB 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 they navigate through our program. They are instrumental in assessing clients' adjustments to the therapeutic community, provide insight for relapse prevention, and intervene to provide a safe learning community for all clients. In addition, Navigators will coach clients to focus on their progress by giving clients feedback on their growth and development.

#### **DUTIES & RESPONSIBILITIES**

- Provide leadership and mentorship to promote conflict resolution skills and develop strategies to prevent/ avoid violence.
- Introduce, prepare, and monitor trainee work ethic through HBI's Work Readiness Assessment tool.
- Ensure participants are attending classes/ workshops as assigned/ recommended by the Case Manager.
- Co-facilitate introductory workshops and orientation to employment readiness skills modules (including but not limited to conflict resolution workshops).
- Engage and support participants in healing and recovery.

- Work closely with Case Manager to share barriers and challenges identified to assist with barrier removal (referral examples: Homeboy services- classes, substance abuse, legal, education, mental health, social enterprises, etc.). Including external referrals.
- Plan team-building experiences and activities.
- Cultivate & maintain Homeboy Culture.
- Assists participants with emotional control, listens, and articulates personal values and feelings as a support network.
- Support, coordinate and organize outings/events with team to enhance the clients experience at Homeboy Industries and expose participants to new environments.
- Upon career placement, they will provide participants with follow-up services for one year after exit, close all cases, and coordinate with career coaches to ensure streamlined and timely services.
- Track attendance and hours of work experience, training and other events assigned by HBI staff.
- Provide one-on-one and group mentorship to all participants by serving as positive and responsive role model.
- Support participants with their individual service plan created by the Case Manager and participant.
- Provide feedback to case managers on client's progress, based on client's needs, challenges/struggles and success.
- Provide support and advocacy (e.g., attending court hearings and compile letters of support, certificates of completion, etc.)
- Other duties assigned

## **MINIMUM QUALIFICATIONS**

- 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 from the bottom up
- learn the strengths and challenges 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 population.
- Ability to build rapport, and to develop and maintain a safe, interactive environment.
- Ability to work in shared office with fast-paced environment and frequent interruptions.
- Detail oriented with excellent communication, organizational, and writing skills.
- Computer knowledge (Outlook, Word, Excel, PowerPoint).

## **WORK ENVIRONMENT**

- On occasion walk or drive to different local sites throughout the day
- Combination of field and office environment
- Working in busy and loud environment.
- May participate in training and staff development that requires travel
- Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
- Must be available for emergency crisis situations with the ability to respond after work hours as needed for emergencies.
- This is not a work-from-home position

## **RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES**

- Encompass a “do whatever it takes approach” to serving our community
- Always maintain a safe work environment and confidentiality.
- Be proactive, creative, and flexible in determining, evaluating, researching, and resolving issues.
- Organize and prioritize multiple activities to meet all external and internal deadlines.
- Maintain professional demeanor that reflects positively on the agency.
- Demonstrate respect and courtesy toward others.
- Able to thrive in a work environment emphasizing teamwork and collaboration.
- Respond in a timely manner in all aspects of communication.
- Regular and prompt attendance in the office is required
- Work with limited to minimum supervision.
- *Perform other duties as assigned by your supervisor and or executive team.*

## **HBI’s BENEFITS**

- Dental, Vision, Medical Benefits
- 401(k)

- Flexible Spending Account (FSA)
- Short term & Long-term Disability, and Accidental
- Pet insurance
- Generous work/ life balance
- 13 paid holidays

*Homeboy Industries is an Equal Opportunity Employer*