



## Job Posting

|                       |   |
|-----------------------|---|
| <b>TITLE</b>          | Outreach Navigator  |
| <b>REPORTS TO</b>     | Program Manager, Intervention Services  |
| <b>JOB SUMMARY</b>    | This temporary, full-time position is responsible for administration of the Community Development Block Grant (CDBG) funding awarded to The Action Center to provide rental assistance to individuals living in unincorporated Jefferson County, Wheat Ridge, Edgewater, Lakeside, and Golden. Reliable personal transportation is required to provide outreach services at multiple community providers in urban and rural locations at least twenty hours a week. |
| <b>CLASSIFICATION</b> | Temporary grant funded position for approximately eight weeks; full-time (40 hours/week); non-exempt  |

### **DUTIES/RESPONSIBILITIES**

- Provide outreach services on-site at several community provider office locations at least twenty hours a week
- Maintain all necessary grant paperwork in an accurate and concise manner
- Work in partnership with staff at community provider offices to ensure wrap around services for clients
- Screen clients for rental assistance eligibility
- Interview, assess and assist participants with rent assistance needs according to established procedures
- Provide budget assessment and coaching for participants receiving funds to ensure sustainability
- Provide holistic assessment for participant self-sufficiency and provide appropriate services, referrals and education
- Maintain timely and accurate files and records in accordance to grant compliance standards.
- Enter, edit and document records in an agency provided spreadsheet
- Work closely with Program Manager, Intervention Services to administer and enhance rental assistance outreach program
- Serve as a strong, professional representative of the agency in the community, maintaining relationships and enhancing collaborations

### **KNOWLEDGE, SKILLS, ABILITIES**

- Bachelor's degree in human services or related field; or equivalent work experience required
- Minimum of two years' work/volunteer experience with vulnerable populations utilizing fundamental case management skills, with an awareness of self-sufficiency and sustainability planning
- Ability to communicate with community partners, build organizational relationships and relate well to participants, staff, and volunteers
- Experience with budget coaching a plus
- Requires reliable personal transportation to provide outreach services at multiple community providers in urban and rural locations
- Basic competency in computer technology for communication and database entry is required
- Good organizational skills, ability and willingness to exercise initiative, work independently within a team framework, with great attention to detail
- Competency in boundary setting with participants and volunteers, and comfortable using de-escalation techniques
- Prefer bilingual in Spanish

Email resume and cover letter to: [jobs@theactioncenterco.org](mailto:jobs@theactioncenterco.org)

Currently interviewing - please apply as soon as possible. Posting will remain open until filled.

***The Action Center is an equal opportunity employer***