

Navigator / Case Manager

Compensation: Hourly; \$18-\$20

Benefits: 100% paid by employer - Health, Dental, Vision, Life, Short and Long Term Disability, Simple IRA Match @3%, EAP, and paid leave for Vacation, Holiday, Personal and Sick time.

The Navigator/Case Manager will work with individuals who have been formerly justice involved. The position assists returning citizens with goal setting and community resource navigation to connect to behavioral health and substance abuse treatment services, housing, employment and provides on-going case management services. The Navigator shall be responsible for conducting initial assessments, developing individualized service plans with a focus on reducing functional, mental health and substance use barriers, increasing skills, income and opportunities to reintegrate into the community and stabilize housing. The Navigator will work to assess job readiness leading to gainful employment, stable housing and community integration. The Navigator delivers services to individuals released from State and local jails in Multnomah County. The position serves formerly incarcerated individuals who have been released within two years. This position works with individuals with mental health and drug and alcohol issues to develop a pathway for treatment referrals and follow up. In addition the Navigator will work with individuals to secure the required resources for successful integration into the community.

Specific Areas of Responsibility

- Conducts intake assessments to assess level I, II, III services
- Develop customer goals and action plans.
- Navigates and engages customers through referrals to mental health and drug and alcohol treatment
- Refers customers to treatment and provides support and follow up through case management
- Facilitates SNAP, SSD applications
- Facilitates employment placement
- Works with employers to build relationships for placements
- Works to secure information and referral for ID, housing, food pantries, information and referral.
- Maintains and updates in NewStart Database and participant files in a timely manner.
- Works closely with the Team to ensure clients are being served comprehensively.
- Completes required reports accurately and on-time.
- Perform other duties as assigned

Position Requirements:

- AA minimum, Degree in Social sciences preferred.
- A minimum of 5 years case management experience with highly barriered individuals releasing from jail or prison.
- Proven ability to handle multiple competing demands with customers.
- Knowledge of housing, training providers, human service agencies, and community groups.
- Demonstrated ability to establish and maintain effective relationships with people from diverse backgrounds; familiarity with class and cultural issues.
- Experience and knowledge of data systems.

- Effective oral, written communication skills
- Excellent time management skills and ability to get the job done
- Calm and organized approach to work and deadlines.
- Strong problem solving and group work leadership skills
- Ability to work independently and as part of a team
- Must pass a background check- we are a second chance employer

Additional Job Requirements

- Valid driver's license, proof of insurance, and willing to use personal vehicle

REPLY: email to hr@seworks.org NO PHONE CALLS, PLEASE

DEADLINE: August 10th at 5:00pm

Submissions must include the following or will be screened out:

1.0 Letter detailing experience with working with former justice involved individuals, knowledge of community resources and statement describing what you will bring to the position.

2.0 Resume

SE Works is an equal opportunity employer. SE Works does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, political affiliation, or any other basis prohibited by law. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 503.772.2332.

SE Works is a second chance employer; employment is contingent on results of a criminal background check that are appropriate to the position.