

NAVIGATING HOPE RESOURCE NAVIGATOR- FULL TIME

Our Mission:

Family Promise of Morris County mobilizes community resources and people to end the crisis of homelessness faced by Morris County families and individuals by providing a continuum of services leading to self-sufficiency.

Job Description:

The Navigating Hope Resource Navigator is a highly responsible professional position providing outreach, assessment, case management, advocacy, and referrals/ linkages to needed services, as well as resources. The Resource Navigator will work in collaboration with county employees and will work to also develop a volunteer program. The position is full time within the Outreach Team, and works as part of a dynamic, innovative, cross-systems team that embraces a creative environment.

Job Duties:

Client-Centered Responsibilities

- Staff the mobile outreach van for a minimum of 2 days/week
- Community outreach (e.g. providing resources/services)
- Crisis intervention
- Manage a minimum caseload of 30 clients annually (Providing mental health counseling services needed, with referral out to a higher level of care if necessary)
- Case Management duties include:
 - Perform clear and concise intakes, assist in client goal setting, coordinate appropriate services, and ensure access to needed resources including shelter and transportation, provide advocacy
 - Maintain confidential client records, review case notes, follow up with/ track client progress, discharge/terminate clients appropriately
 - Be a positive role model, offering support and guidance in life skill development
 - Provide resource navigation, through county services and systems
 - Use Single Stop technology to provide benefits eligibility screenings, application assistance, and report on the program's benefit outcomes

Program Development/Administrative Duties

- Assist in trip and event scheduling
- Liaison with county service providers
- Work collaboratively with the other program workers to ensure positive client outcomes

Ending homelessness one family at a time

- Report data collection, responsibilities include:
 - Trip/Event Dashboard Data
 - HMIS Reporting
 - Monthly/Quarterly Reporting
 - Satisfaction Survey development, implementation, and reporting
- Develop and maintain policy and procedures
- Volunteer recruitment and oversight
- Meet program budgets by monitoring expenses and implementing cost- saving actions ongoing
- Maintain overall confidentiality standards

Additional Responsibilities

- Improve knowledge to better perform duties related to role by participating in educational opportunities, reading professional publications
- Enhance organization’s reputation by accepting ownership for accomplishing new and different ideas and exploring opportunities to add value to job accomplishments
- Participate in interdisciplinary meetings and evaluations
- Attendance at agency events and meetings
- Working with volunteers
- Solicitation of in-kind donation items
- Public speaking and ability to do presentations

Skills/Qualifications/Requirements

- MSW, LAC, LPC or Related
- Bilingual a Plus
- Experience Working Directly with Low–Income or Homeless Families Preferred
- Effective Verbal and Written Communication
- Efficient/Timely Documentation Skills
- Attention to Detail
- Proficiency in Microsoft Office
- Effective Decision Making
- Conflict Resolution
- Integrity, Commitment, and Passion
- Ability to Work Independently or Within a Team
- Flexibility
- Maturity, Sense of Humor, Common Sense and the Ability to Relate Well to Others
- Background Check, Fingerprinting, Valid NJ Driver's License and Vehicle Required

How to apply:

Cover letters and resumes should be sent via email to info@familypromisemorris.org. *Please note that faxes, phone calls, or hard copies will not be accepted.*