



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Navigator

Rapid Rehousing

“safety sensitive job”

Safety sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. An employee has to be with clear mind and diligent while occupying such positions.

This is a fast-paced position assisting the Case Manager to navigate clients into mainstream services and resources. The Navigator spends a majority of time in the community negotiating with landlords, working with community partners and other agencies to assist client in receiving the services needed. The Navigator also assists Case Manager with day-to-day tasks related to case management.

Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. Assist Case Manager with the development of case plan in conjunction with each new client. Assist in follow up with weekly case plan reviews to assist client in reaching identified goals.
2. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
3. Assist in screening clients to define areas of need: personal and family reunification, finances, employment, food, clothing, housing, and substance abuse issues to determine nature and degree of problem. Work closely with program therapists and other program staff.
4. Provide clients with referrals to mainstream services and other service organizations as needed.
5. Monitor residents' compliance with program guidelines. Use Motivational Interviewing techniques to work with clients who are out of compliance to regain compliance. Provide appropriate verbal and written warnings to residents who are out of compliance.
6. Attend OPCS weekly staff meetings, trainings and supervision meetings as required.
7. Represent OPCS at meetings with partnering agencies including the City of Tucson.
8. Assist with the coordination of move-in for clients that are approved for housing.
9. Other tasks as assigned

Qualifications: Minimum of high school graduate or equivalent required; AA or BA preferred. Able to work independently as well as collaboratively as a member of an interprofessional team. Able to establish rapport quickly and to communicate effectively with client, team members and other providers. Able to work effectively with culturally diverse populations. Strong computer skills - Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint). EHR experience helpful. Must possess and maintain valid CPR/First Aid certification. Valid Arizona driver's license, proof of auto insurance and reliable transportation.

Job Status
Full Time

Pay Rate
\$17.34 - \$21.18

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.

Creativity and flexibility in assuming significant responsibility. Experience working in racially, ethnically, and socio-economically diverse urban communities. Ability to set priorities, meet deadlines and work flexible hours. American Sign Language and Spanish speaking a plus. The ability to function effectively as a member of an interprofessional team. The ability to conduct brief, evidenced-based and developmentally appropriate behavioral health screenings for risky, harmful, or dependent use of substances, cognitive impairment; mental health problems; behaviors that compromise health; harm to self or others; and abuse, neglect, and domestic violence. The ability to assist in the development of wellness recovery plans. Ability to use Trauma Informed, Harm Reduction and Motivational Interviewing in interactions with clients. Ability to work effectively with culturally diverse populations.