



## **Southern Arizona's Premier Social Service Agency**

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

## **Navigator**

Multi-Disciplinary Outreach Team

**Tuesday-Friday 10:30am-7:00pm. Saturday 7:00am-1:00pm. Will fluctuate with seasons.**

*"Safety Sensitive Job"*

*A 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 position.*

The Navigator assists the most vulnerable homeless individuals with obtaining permanent housing and navigating mainstream resources.

### **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. Works in conjunction with the El Rio Nurse Practitioner, Support Housing team and other agencies as required.
2. Will complete VISPDAT Assessment form and review other criteria to determine needs of homeless/disabled individuals.
3. Assesses clients to determine what other supportive services are required, such as case management, substance abuse treatment, medication, legal services, credit repair, etc.
4. Refers clients to mainstream services and other services organizations, when necessary.
5. Assists clients with completion of forms necessary to be considered for placement in permanent housing, throughout the approval process.
6. Works with agency staff to ensure that all paperwork is completed, and all forms/documentation are provided.
7. Attends and ensures that client is present at all housing appointments.
8. Coordinates move-in for clients that are approved for Supportive Housing.
9. Connects client with resources to obtain furnishings and/or household goods if available.
10. Maintains all client information in a confidential manner and in compliance with HUD and HIPPA standards. Enters client information into HMIS database.
11. Attending OPCS staff meetings and meet with supervisory staff, as required.
12. Complete other tasks, as assigned.

### **Qualifications:**

AA degree preferred or four years of related experience and/or training; or equivalent combination of education and experience. Be knowledgeable of services available in Tucson. Ability to work patiently with

Job Status  
Full Time

Pay Rate  
\$18.88 - \$23.10

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. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
**hr@helptucson.org**



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

clients and staff and be motivated to help people in challenging situations. Helps client to modify attitudes and patterns of behavior by increasing understanding of self, personal problems, and client's part in creating them. Ability to work in a fast-paced environment. Basic computer skills and Microsoft Office programs are mandatory. American Sign Language and/or Spanish speaking a plus. Must possess and maintain valid CPR/First Aid certification. Must have a valid AZ Driver License and Insurance. Must be willing to work a flexible schedule including evenings and weekends.