



Southern Arizona's Premier Social Service Agency

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

Outreach Navigator

QuikTrip
Monday-Friday 7:00am to 4:00pm (may fluctuate with the 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 Outreach 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, City of Tucson Housing Department, Support Housing team and other agencies as required.
2. Provides outreach services with OPCS PRSS during specified times at numerous QuikTrip locations.
3. Will complete VISPDAT assessment form and review other criteria to determine needs of homeless/disabled individuals.
4. Refers clients to mainstream services and other services organizations, when necessary.
5. Refers, coordinates, and transports clients to various shelters or detox if applicable.
6. Assists clients with completion of forms necessary to be considered for placement in permanent housing, throughout the approval process.
7. Works with agency staff to ensure that all paperwork is completed, and all forms/documentation are provided.
8. Attends and ensures that client is present at all housing appointments.
9. Coordinates move-in for clients that are approved for Supportive Housing.
10. Connects client with resources to obtain furnishings and/or household goods if available.
11. Maintains all client information in a confidential manner and in compliance with HUD and HIPAA standards. Enters client information into HMIS database.
12. Attending OPCS staff meetings and meet with supervisory staff, as required.
13. 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 - \$27.32

Pay Comments

In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range.

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.

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.