

## Position Description



<b>Position Title</b>	Community Orientation Navigator
<b>Program</b>	Resettlement Corps
<b>Reports to</b>	Program Coach and Site Supervisor

## Position Summary

Community Orientation Navigators serve to make a difference for the long-term resettlement of immigrants and refugees in Minnesota. The Community Orientation Navigator is placed at a service site and will establish a relationship with individuals enrolled in local Community Orientation Workshops to support their transition to living in the U.S. and integration into the local community. This is an AmeriCorps service member position with the AmeriCorps program, Resettlement Corps.

## Essential Functions

### Community Orientation

- Provide individualized assistance to refugees attending Community Orientation Workshops to support their transition to life in the U.S. Workshops topics include using public transportation, housing, public benefits, safety, management of finances, public schools and education, preparing for work, and cultural values.
- Establish a trusting relationship with clients using a person-centered approach, while maintaining appropriate boundaries.
- Help workshop participants achieve their individual community orientation goals. This may include activities such as riding public transportation with participants to familiarize them with important routes, conducting practice job interviews, and assisting virtual workshop participants with accessing class sessions online.
- Review workshop curricula and materials to standardize content and design. Identify and create or procure additional teaching tools and example materials related to workshop topics.

### Community Engagement and Integration

- Attend community events and visit local community organizations to promote workshops to potential partners and participants.
- Distribute orientation workshop promotional materials to community sites, partner organizations, and other resettlement agencies around the Twin Cities.
- Update and expand the Community Orientation website with additional resources for participants.
- Serve as a liaison between the participant and the systems they are accessing, as necessary.

### Data Management and Confidentiality

- Maintain documentation of services provided, participant activities, and progress toward goals.
- Report data in online systems in a timely and accurate manner using required data systems.
- Maintain participant confidentiality at all times.

### Communication and Professional Conduct

- Create a welcoming environment and work to establish a relationship with orientation workshop participants.
- Practice inclusive and thoughtful behavior in building rapport with participants, site stakeholders and program staff; maintain professional boundaries.
- Communicate regularly and effectively with program staff and site personnel.

### Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full service term, serving the total commitment of hours within the term.
- Participate in all required training sessions, meetings, and coaching sessions; travel as necessary.
- Represent Ampact at site-sponsored activities and provide education about Resettlement Corps and resettlement-related services. Recruit community volunteers to participate in site-based events or programming.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.
- Attend site-sponsored activities to represent Resettlement Corps and promote services.
- Be an ambassador of the program by submitting member stories and participating in outreach activities.

### Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Experience with professional computer skills and confidence using computers. Comfort and experience using Microsoft Office Suite (Word, Excel), completing internet searches, and navigating resources online, completing data entry, using e-mail regularly including sending attachments, using databases and software, using videoconferencing software, and attending training online.
- Positions that require driving will require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- Strong interest in working with immigrant and refugee communities and affecting systems change and an interpersonal level.

### Preferred Qualifications

- Lived experience as an immigrant, refugee, and/or asylee to the United States.
- Proficiency in a language(s) other than English.
- Familiarity with or willingness to learn how to navigate the local public transit system

Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats