

## Position Description



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

## Position Summary

The Resettlement Employment Navigator supports the long-term resettlement of immigrants and refugees in Minnesota. The Resettlement Employment Navigator is placed at a service site and will establish a relationship with everyone on their caseload. This position will help clients navigate employment resources and services, including the supports necessary to obtain and retain employment in the United States. This is an AmeriCorps service member position with the AmeriCorps program, Resettlement Corps.

## Essential Functions

### Employment and Resource Navigation Support

- Conduct an initial meeting with each client to identify employment needs, strengths, preferences, and barriers.
- Establish a trusting relationship with clients using a person-centered approach, while maintaining appropriate boundaries.
- Set employment-related goals with each client and establish an action plan to determine next steps.
- Develop and/or lead employment readiness workshops.
- Support drop-in employment needs in a computer lab setting.
- Connect clients with the Department of Motor Vehicle services, including driver's education, behind the wheel practice, and testing sessions.
- Help clients navigate their local public transportation system, including riding the bus with clients to learn bus routes or riding the bus with a client to an interview, as applicable.
- Meet clients at employer sites to help with job application materials.
- Connect clients with external supports that address employment or job retention barriers.

### Employer Engagement and Event Coordination

- Research and track employer outreach; update shared bank of active job leads, focusing on upgrade opportunities.
- Research and track upcoming job fairs, communicating with organizers to learn details about employers, and sharing details with clients and site staff.
- Organize job fairs targeted at specific populations or needs. Identify physical space to host and recruit employers to participate.

### Data Management and Confidentiality

- Enroll referrals sent in data systems and/or follow up with referring staff if challenges with enrollment.
- Collect job placement documentation and provide 90-day retention services.
- 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 client confidentiality at all times.

### Communication

- Create a welcoming environment for clients, and work to establish a relationship with all in caseload.
- Practice inclusive and thoughtful behavior in building rapport with program 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 Ampact sponsored 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.
- 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.

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