



101 E Market Street
Aberdeen, WA 98520

JOB DESCRIPTION

PROGRAM: Youth Services

TITLE: Youth Outreach and Navigation Specialist

JOB CLASSIFICATION: Program Specialist

SALARY RANGE: \$19.87-24.13/hour

DEPARTMENT: Housing & Community Services

IMMEDIATE SUPERVISOR: Housing Program Manager

SUMMARY DESCRIPTION: This position provides outreach and navigation services to youth aged 12-17 who are homeless or experiencing housing insecurity. The Specialist engages youth in a variety of outreach settings, including street outreach. The position navigates youth in crisis to shelter and other emergent services. The position also navigates youth to supports and resources that will contribute to stable housing, including family reconciliation.

The **Youth Navigation and Outreach Specialist** works closely with other staff at CCAP providing supportive services to youth, and with a variety of community partners. The successful candidate will be able to effectively engage and work empathetically with youth, and be able to form strong, collaborative relationships with partner organizations and community stakeholders.

This full-time, hourly position is based in Aberdeen but serves all of Grays Harbor County. Outreach throughout the County will be required. Hours will sometime vary and include evenings to perform effective outreach.

FUNCTIONAL RESPONSIBILITIES:

Outreach

1. Effectively identify locations and strategies to outreach and engage youth who are homeless or insecure in housing.
2. Identify and collaborate with partner agencies and community stakeholders, including schools, businesses, criminal justice/community re-entry, recreation and other resources utilized by youth.
3. Develop varied marketing materials.
4. Perform outreach, including street outreach.
5. Emphasize location and engagement with priority populations, including LGBTQ and immigrant youth.
6. Routinely outreach to youth who are guests at CCAP's HOPE Youth Shelter.
7. Participate in relevant community forums.
8. Document all outreach activities and service engagements.

Navigation

1. Accept and initiate services with referred youth in a timely manner.
2. Develop housing stabilization plans emphasizing client choice and voice.

3. Identify resources and supports needs to achieve client stabilization goals.
4. Support youth in developing self-advocacy.
5. Provide warm hand-offs to partner agencies and resources.
6. With client permission, engage directly with parents and other crucial family supports to achieve family reconciliation.
7. Remain an active support until the stabilization plan is achieved.
8. Provide interval follow-up to confirm stabilization is sustained.
9. Document all navigation activities.

Other

1. Complete all training required for the position.
2. Work collaboratively as a member of a Youth Services team.
3. Participate in all program, department and agency meetings.
4. Positively represent CCAP in the community.
5. Positively contribute to healthy team, department and agency cultures.
6. Maintain a kind and genuine attitude towards the work and those we serve.

MINIMUM QUALIFICATIONS

1. 2 years related professional experience providing support to youth or young adults.
2. AA/BA/BS degree in related human services field. Relevant lived experience or related peer certification may substitute.
3. Ability to pass and maintain a background check.
4. Current WA Driver's License and auto insurance for frequent travel throughout the county to meet and transport participants. Clear driving record is required.

PREFERRED QUALIFICATIONS

1. Lived experience with homelessness and factors associated with housing instability.
2. Bilingual- English/Spanish
3. Certified Peer Counselor training.
4. Proficiency in Microsoft Office suite.
5. Proficiency in Outlook
6. Motivational interviewing skills and training in Trauma-Informed Care.
5. Excellent oral and written communication skills.
7. Other cultural competencies that contribute to the agency's effectiveness in serving diverse populations.

LOCATION/WORKING HOURS: This is a full-time, hourly position. The position is based in Aberdeen WA, but will require travel within Grays Harbor County. Program hours of operation are 8a – 5p M-F, but will sometimes vary for effective outreach.

This position is subject to pre-employment drug testing.

It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.