

Title: RHYMES Housing Navigator
Reports To: RHYMES Director
Pay Grade: \$20.00/hr

1. Meet youth and young adults where they are and assist them as they walk through complex systems of care to address their housing needs. This includes assessment of service needs and case management.
2. Outreach and market the services to youth and young adults in the community through social media, flyers, educational trainings for the community and relationship building with providers who work with the youth and young adults experiencing or are at risk of homelessness
3. Recruit, train, and provide guidance for Kinship Care providers
4. Travel to Crawford, Monroe, Vernon, and La Crosse County to connect with youth and young adults and provide information and referrals to In the KNO and RHYMES services
5. Track and document barriers and issues youth are having accessing resources
6. Create and facilitate monthly programming topics/opportunities (2x/month) at RHYMES for youth and young adults
7. Create and facilitate outreach events in Crawford, Monroe, Vernon, and La Crosse county for youth and young adults
8. Enter required data in the Homeless Management Information System (HMIS)
9. Participate in RHYMES program and case management meetings as assigned. Attend additional community meetings as assigned.
10. Contribute to the creation of a robust resource binder of all information about community resources that are accessible for all youth.
11. Provide services through a positive youth development, trauma informed, harm reduction, housing first lens.
12. Must have reliable transportation, adequate vehicle insurance, and a valid driver's license
13. Other duties as assigned

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of a Bachelor's degree in a relevant area or an equivalent combination of education and experience sufficient to perform the essential duties of the position
- For grant funding requirements, preference for someone between the ages of 18-24 with lived youth homelessness experience
- Ability to work independently
- Demonstrated effectiveness building relationships and establishing trust
- General computer skills, including understanding of Microsoft applications, including Excel

and Google Docs

- Excellent written and verbal communication skills
- Organizational, planning, and coordination skills
- Ability to travel within the coalition and State of Wisconsin
- Must have a valid driver's license, have adequate vehicle insurance, and reliable transportation
- Other duties as assigned

Required Education and/or Experience:

Requires relevant lived experience and/or education equivalent to an Associate's/Bachelor's degree and a commitment to learn more in depth about BIPOC, LGBTQ+, social justice, non profits, community advocacy, and an ability to work as a team player and independently.

An understanding of the intersectionality of racial equity, gender equity, LGBTQ+ equity, and economic justice issues, including homelessness and their impact on youth and young adults.

Preferred Education and/or Experience: Experience in working with youth in a residential setting preferred with experience in youth and/or family advocacy. Experience working with youth and their parent(s)/guardian(s)/chosen trusted adults in individual and/or group settings, with a focus on addressing housing instability, homelessness, running away, and family dynamics that can increase the need for RHYMES programming and crisis response. Demonstrated skills or capacity to learn skills in crisis intervention with the ability to connect with individuals from varied backgrounds when working with youth and young adults identifying needs related to housing instability/homelessness, seeking mental health support, suicide prevention, gender based violence, family violence, human trafficking, child abuse, and other urgent needs related to safety and wellbeing.

Cultural Humility Commitment:

A personal commitment to cultural humility which goes beyond the concept of cultural competence to include: A personal lifelong commitment to self-evaluation and self-critique. Recognition of power dynamics and imbalances, a desire to fix those power imbalances and to develop partnerships with people and groups who advocate for others

1. Awareness of one's own world view and that different world views exist.
2. Self-awareness of one's own attitudes, beliefs, biases, and assumptions about others.
3. Acknowledgment that people from other cultural groups do not necessarily share the same beliefs and practices or perceive, interpret, or encounter similar experiences in the same way.
4. Recognition that everyone has at least some ethnocentric views that are provided by their culture and is shaped by their individual interpretation of it.
6. Respect and openness toward others whose social and cultural background is different from one's own.

7. Ability to recognize and manage one's own behaviors, moods, and impulses — to help create an inclusive, equitable, and welcoming environment at RHYMES.

Microaggressions

A commitment to address microaggressions when they are heard or seen. If you are not comfortable addressing the microaggression, notify your direct supervisor of the incident as soon as possible.

Certificates, Licenses, Registrations: First aid and CPR certification is required and can be obtained after hire.

Missional Commitment: Dedication to eliminating racism and empowering womxn. Strong background in concepts surrounding Racial and Social Justice. Strong familiarity with issues surrounding racism and the impacts on people of color. Strong familiarity with how oppression impacts individuals and communities particularly BIPOC and LGBTQ+-identified youth and adults. Focus on supporting peace, justice, freedom, and dignity for all.

Schedule: To be determined but requires supervision and scheduling of a variety of the following: Day shift (7am-4pm), Mid Shift (3pm-12am) and Overnight (11pm-8am). Availability to work days, evenings and weekends necessary.

Communication and Language Skills: Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and business correspondence. Demonstrated computer skills, include word processing, database and spreadsheet competence. Ability to speak effectively before groups of residents, employees of the organization, and community partners or other professional representatives and community members outside of the organization. Ability to clearly communicate expectations. Demonstrated conflict resolution skills and the ability to work collaboratively under pressure. Superior organizational skills and the ability to handle multiple tasks simultaneously and balance competing priorities. Ability to operate standard computer word-processing software.

Other Skills and Abilities: Ability to work independently within the parameters of the program and to be able to work in an environment where there is frequent exposure to stressful/crisis situations. Ability to respect and maintain confidentiality. Ability to work with non-judgmental attitude in a population composed of diversity in gender, socioeconomic and ethnic group, sexual orientation, and physical or mental abilities. Ability to frequently use standard office equipment, such as a copier, telephone, calculator, and paper shredder, as well as occasionally use common household appliances, such as a microwave, oven, dishwasher, vacuum cleaner, and common household tools such as a plunger, hammer, screwdriver, smoke detector, door monitor, and fire extinguisher.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing

the duties of this job, the employee is regularly required to stand; to use hands to finger, handle, or touch objects; and to talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is occasionally required to sit, to reach above shoulders, to climb or balance, to stoop, kneel, or crouch, and to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places, and in outside weather conditions; and is occasionally exposed to household cleaning products, fumes, and chemicals and risk of electrical shock. The employee may be exposed to some physical risks from clients. The noise level in the work environment is usually moderate.

Ability to Travel: Must have a valid driver's license, have adequate vehicle insurance, and reliable transportation.

Employee Signature

Date

Employee Print Name

Date

Supervisor Signature/Title

Date