

Harbor Interfaith Services, Inc.

Peer Navigator

Harbor Interfaith Services (HIS) is a non-profit organization with revenue of over \$9 million. Our funding is derived from the local, state and federal governments, as well as from individuals, foundations, faith communities, tuition, fees, fundraisers etc. We are a local organization that provides food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles (SPA) 8.

Harbor Interfaith Services is looking to add a **full-time Peer Navigator** to our team. We are recruiting people who are top performers with excellent people skills and a fierce passion for serving their community.

The Peer Navigator is responsible for connecting community college students who are experiencing homelessness or at risk of homelessness with resources that can end their housing crisis. This includes potential resources within the Coordinated Entry System (CES) such as the Next Step Assessment and referrals to the Youth CES programs. The Peer Navigator will be responsible for increasing linkages between existing college campus-based resources to students experiencing homelessness.

This position will report the SPA 8 CES Youth Regional Coordinator. The work hours are Monday through Friday, 9am to 6pm with some flexibility based on business need.

Key responsibilities:

- Working with El Camino College, Long Beach City College, and Los Angeles Harbor College in the South Bay to help students identify housing options inside and outside the CES
- Conducting the CES Next Step Tool (Youth) assessments with clients entering the system.
- Navigating students to existing resources on campus
- Entering client information into the Homeless Management Information System (HMIS) including case notes, exit information, progress in the program, and follow up
- Attending agency staff meetings, case conferences, the Higher Education and Homelessness Workgroup, training workshops, and community meetings as scheduled
- Maintaining tracking log and reporting tools on students served at the South Bay community colleges identified above
- Completing other duties as requested

We would like to speak to you if:

- You have lived experience of homelessness or housing insecurity.
- You are a current college student or have been a college student previously.

- You are computer literate and organized with an attention to detail.
- You are a self-starter that takes initiative and completes tasks in a timely manner.
- You are able to take direction and handle multiple tasks.
- You have strong people skills and the ability to work effectively with people of varying racial, ethnic, cultural, and socioeconomic backgrounds.
- You have the ability to listen with sensitivity to the feelings and needs of others.
- You can demonstrate tact and courtesy in expressing opinions or ideas, projecting a positive image of Harbor Interfaith Services and recognizing opportunities to enhance community relations.
- You have strong oral and written communication skills.
- You have creative problem solving skills.
- You have the ability to work as a member of a team.

Physical Demands, Environmental Conditions, and Equipment

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

Walk and climb stairs; Handle, finger, grasp and feel objects and equipment; Reach with hands and arms; Communicate, receive and exchange ideas, information by means of the spoken and written word; Be mobile by moving oneself from place to place quickly and easily; Repeat various motions with the wrists, hands and fingers; Be able to have visual activity for (including, but not limited to) administrative and clerical tasks; Drive personal vehicle in and around Los Angeles County and periodically transport residents; Be able to enter various buildings that may require climbing stairs. Be subjected to outside environmental conditions. Use a personal and/or laptop computer; copy, postage and fax machines. Complete all required forms in personal writing.

About Harbor Interfaith Services

Our mission is to empower the homeless and working poor to achieve self-sufficiency through support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training – and that mission is achieved through our people. We provide an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

Follow us on Twitter <https://twitter.com/harborinterfai1> and Instagram <https://instagram.com/harborinterfaith>