

# YHDP System Navigator

Part-Time Position – (25-28 hours per week)

CWCAC, as part of the Youth Homelessness Demonstration Project (YHDP) is seeking a YHDP System Navigator to work with our youth population (age 16 – 24). System Navigators will be integral in supporting community partners to meet the needs of youth and serve as a safe and supportive resource for youth who may not be present in the existing homeless crisis response system.

**The YHDP System Navigator is responsible for the following:**

1. Meeting youth where they are and walking them through complex systems of care they need to access, along with addressing their housing needs. This includes assessment of service needs and case management.
2. Outreach and market the services to youth 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. Create a robust resource binder of all information about community resources that is accessible for all youth
4. Facilitate training and discussion with stakeholder and other community partners around the unique needs and barriers experienced by youth in the community
5. Communicate regularly with CWCAC Youth staff about barriers and issues youth are having accessing resources
6. Advocate for change at the local coalition and Continuum of Care (CoC) level with support from CoC and CWCAC staff
7. Support the local Youth Advisory Board (YAB) by facilitating meetings, reviewing and approving reimbursements, recruiting youth to participate in the local YAB, identifying additional leadership opportunities and being the point of contact between the local YABs and the CoC Staff, specifically the Project Coordinator.
8. Ensure all services are provided through a positive youth development, trauma informed, harm reduction, housing first lens
9. Attend YHDP System Navigator meetings conducted by the CoC Project Coordinator
10. Enter required data in the Homeless Management Information System (HMIS)
11. Work with the local coalition to ensure that authentic youth voice is integrated into all local decision-making processes
12. Other duties as assigned

**General Statement of Required Education, Knowledge, Skills and Abilities:**

1. 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
2. Preference for someone between the ages of 18-24 with lived youth homelessness experience
3. Ability to work independently
4. Demonstrated effectiveness building relationships and establishing trust
5. General computer skills, including understanding of Microsoft applications, including Excel and Google Docs
6. Excellent written and verbal communication skills
7. Organizational, planning, and coordination skills
8. Ability to travel within the coalition and State of Wisconsin
9. Must have a valid driver's license, have adequate vehicle insurance, and reliable transportation