



**Job Title:** Youth Coordinated Entry System Peer Navigator (SPA 5)

**Reports To:** Director of Housing Advocacy

**Summary:** Safe Place for Youth supports youth, ages 12-25, to transition off the streets and into safe and stable housing/shelter and employment. The trauma-informed, low-barrier programming offered at Safe Place for Youth the first step to engage youth experiencing or at-risk of homelessness into our continuum of supportive services. Safe Place for Youth has expanding programming significantly in the last two years and is now able to offer on-site housing assessment, housing navigation, and housing retention services. Safe Place for Youth seeks dedicated, creative and youth-focused team members willing to proactively assist youth transitioning off the streets.

**Role Overview:** Under the Supervision of the SPA 5 YCES Regional Coordination Team, the YCES Peer Navigator will conduct outreach and engage youth experiencing homelessness in SPA 5. The Peer Navigator will educate youth and providers about YCES and different housing resources available, coordinate meetings and assist in YCES functions such as Matching and Care Coordination, and will help guide administrative and programmatic teams as to how to most effectively engage and serve young people.

**Essential Duties:**

- Work within the Youth Coordinated Entry System (CES) to link young people to transitional housing, rapid rehousing, and permanent supportive housing resources and help young people reunify with personal connections (family and friends) as appropriate.
- Assist young people in completing the Next Steps Tool YCES assessment
- Enter data into HMIS and internal databases in a timely and accurate manner
- Support evaluation activities such as designing annual member feedback survey and gathering needed data for contract evaluation efforts
- Assist in the planning and facilitation of care coordination meetings; take minutes and lead meeting follow-up
- Perform regular outreach to other agencies and partners regarding about program eligibility and opportunities
- Maintain and monitor YCES data systems and contact lists
- Attend weekly SPY Squad (Youth Advocacy) meetings and participate in SPY Staff and Case Conferencing Meetings
- Attend external SPA 5 and county- wide meetings on behalf of the SPA 5 YCES Regional Coordination team; participate in community and collaborative meetings as directed
- Create flyers and meetings materials as needed
- Provide back-up outreach and case management support to SPA 5 partners as needed
- Develop close working relationships with local service providers, outreach workers, case managers, landlords and collaborative agencies.
- Complete required forms thoroughly and completely. Maintain copies of all documentation as required
- Retain thorough and diligent notes

- Other duties as assigned.

### **Key Skills**

- Active listener; uses reflection techniques when working with other youth to learn their housing needs and interests
- Strong facilitator; ability to listen to multiple speakers and view points at one time
- Welcoming personality; ability to encourage and promote group and service participation
- Collaborative and efficient problem- solving
- Ability to advocate for the needs of young people at community events and forums; speaks in order to best represent other young people
- Takes initiative; sets high standards for personal and team performance
- Is authentic and respectful of other member's authenticity; appreciates diverse perspectives
  
- Thoughtful communicator; seeks to provide feedback in constructive ways
  
- Maintains a safe atmosphere for all people in the SPY environment
  
- Ability to adapt to a dynamic work environment; willing to work as part of a team
  
- Open to learning; willing to take a patient and consistent approach to one's own development and growth
  
- Direct. Creative. Assertive. Kind. Patient. Inclusive. Original. Imaginative.

### **Job Qualifications & Experience**

1. Must have experience accessing services in a homeless services agency
2. Knowledge of social service resources for youth experiencing and at-risk of homelessness
3. Demonstrated ability to use computers including word-processing, data entry, and spreadsheet utilization; familiarity with Microsoft Office programs such as Word, Excel, and PowerPoint
4. Able to obtain First Aid/CPR certification and Employment Eligibility Verification
5. Successful completion of background (LiveScan) screening
6. Has reliable transportation; is punctual and organized
7. Ability to work effectively with people of diverse races, ethnicities and sexual orientations in a multicultural environment



8. Can utilize a harm reduction, trauma- informed approach when working with young people
9. Experience providing peer education and knowledge of issues relating to youth homelessness preferred
10. High School diploma or equivalent required; some college education strongly preferred