



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

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(248) 209-2615 FAX

Website: www.olhsa.org

COMMUNITY RESOURCE NAVIGATOR

Division: Health, Housing, and Nutrition

Department: Health Integrated Services

Supervisor: Assistant Director for Health Integrated Services

FLSA Status: Non-Exempt

Qualifications:

1. High School Diploma or GED required. Associate's Degree in Human Services, Communications or related field preferred.
2. Strong communication skills and the ability to work with a wide range of individuals in a diverse community.
3. Minimum of two (2) years' experience with HIV and/or LGBTQ populations required.
4. Minimum of one (1) year experience working with community level coordination, planning and development.
5. Computer literacy and comfort with various forms of data tracking software.
6. Valid Michigan Driver's License; active insurance and a reliable automobile to be used for work related travel required.

Job Mission:

To strategically build strong connections with key community resources that will help our clients address socioeconomic, psychosocial, cultural barriers to accessing or retaining HIV medical.

Performance Standards:

1. Works closely with community partners, clients, and agency staff to identify barriers clients face in managing their disease. Discover gaps in the agency's ability to respond through internal/external partnerships while seeking out resources to address the unmet needs and service gaps.
2. Through marketing and outreach activities, expand our existing partner network to incorporate improved connections to LGBT programs, domestic abuse service providers, medical providers, needle and syringe programs, crisis centers, behavioral health treatment programs, and HIV testing sites.
3. Assist clients with accessing available resources and track viral suppression outcomes in CAREWare database. Manage caseloads of client referrals and develop a tracking system to show client's progress and linkage to referrals. Report monthly on all outcomes that are being achieved by the clients.
4. Create an up-to-date and relevant list of resources by providing staff in-services on how to access resources and contacts. Develop MOUS with new partner to assure facilitated referral procedures.
5. Carry out all other duties as assigned by supervisor.

Hours & Wage:

\$16.82 per hour; 40 hours per week, 52 weeks per year

Location: Pontiac

Job Title: Community Resource Navigator

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	6	
Stand	1	
Walk	1	
Bend/Stoop	N/A	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	Overhead compartments and lateral file cabinets
Crouch	No	
Balancing	No	
Squat	No	
Climb	No	
Shoulder level	Yes	lateral file cabinets
Kneel	No	
Pushing	No	

	Pounds	Comments
Weight Carried	Up to 10 lbs	

	Pounds	Comments
Weight Lifted	Up to 10 lbs	

Date: Aug 26, 2020