

Title: Navigation Director
Employer: Stepping Stones Alliance
Days/Hours: Full-time; Coordinated on-call hours
Location: On site, and community engagement outreach
Supervision: Reports to Executive Director
Pay: \$45,000-\$65,000 annual salary, plus benefits to be determined;
Will start at minimum unless able to document significant related experience
Start Date: As soon as possible

Overview of Organization:

Stepping Stones Alliance (SSA), a 501(c)(3) located in west Umatilla County, Oregon, is preparing now to provide housing shelter opportunities and services to the homeless. The Stepping Stones Center will encompass a Sleep Center for overnight emergency shelter; a Navigation Center including technology resources, staff and access to area service providers; and a Housing Center, comprised of transitional shelter units available to individuals engaged in activities that support their progression toward permanent housing and self-reliance. Stepping Stones Center will be a new facility when it opens in November/December 2022. This is a first-time hire for this position.

Position Overview:

The Navigation Manager is responsible to ensure the 1) delivery of Navigation Services and supportive resources across the Stepping Stones Center; 2) development of partnerships and coordination of on-site schedules for area service providers; 3) facilitation of referrals to Navigation Center and support for progression.

Major Areas of Responsibility and Duties:

Program Management and Operations

- Support and collaborate with the Executive Director in achieving Stepping Stones Alliance mission and attaining outcomes as defined by the strategic plan, the PATH Project and other funded initiatives and agreements
- Establish and maintain data gathering and record keeping systems as necessary to support outcomes reporting and confidentiality
- Onboard, supervise and evaluate staff; provide for ongoing training and development, as needed
- Develop and guide delivery of Navigation Services programming

Navigation Center Programming/Operations

- Establish and manage a calendar and schedule for service providers
- Organize and facilitate delivery of Housing Center Member community-building gatherings, celebrations, classes, and trainings as needed
- Ensure training, orientation and oversight of volunteers within the Navigation Center
- Oversee use of computers/laptops and resources available for Member use
- Ensure emergency response readiness among staff, volunteers and members
- Establish a schedule and oversee usage of onsite resources by Housing Center Members

Direct Service Delivery - Navigator

- Ensure that referred individuals meet with staff to develop an initial Action Plan and determine Membership status
- Ensure the transitional shelter housing assignment and orientation of new Members
- Ensure a meeting takes place with each Member on a bi-weekly basis to assess progress and to update goals.
- Other duties as assigned

Minimum/Preferred Qualifications:

- Skills and abilities
 - Bi-lingual (Spanish) preferred; or experience utilizing translation services
 - Effective verbal and written communication skills
 - Demonstrated experience or skills managing multiple, on-going and dynamic service delivery and/or program operations, ideally in human services, re-housing or another related field
 - Ability to appropriately assess needs and connect individuals with resources and providers
 - Ability to efficiently utilize computers and electronic communication
 - Ability to pass an initial drug test and future random drug testing
 - Ability and willingness to submit to a background check, when requested, as part of the application process (standard procedure for all Stepping Stones staff and volunteers)
- Education and/or related experience which gives evidence of significant preparation, related work experience and/or the ability to fulfill the responsibilities of the Navigation Director.

Required Preliminary Contact:

If you are interested in this position, first send an email to steppingstonesalliance@gmail.com. The email should identify this position title and your interest in getting more information. Include also your full name, contact information and a brief paragraph introducing yourself, your background, skills and motivation.

A representative of Stepping Stones Alliance will contact you in response to your email and schedule a brief get-acquainted conversation (Zoom meeting). This initial conversation will be completed prior to submission of the full Application Requirements.

Application Requirements:

- Submit a cover letter and resume fully presenting your qualifications and motivation
- Submit proof of relevant professional, educational credential(s) or licensing
- Submit contact information for three (3) references. One or more must be an employment or professional reference.
- Submit the information requested above to: steppingstonesalliance@gmail.com