



POSITION TITLE: Community Prevention Industry Navigator

REPORTS TO: Community Prevention Director

STATUS: Full Time – 32 (+) Hours per week

JOB SUMMARY: This position is supervised by the Community Prevention Director of Columbus Area United Way. Community Prevention is a coordinated system of support and services for individuals, children, and families. This position is responsible for the outreach, education, and collective impact of connecting individuals, children, and families to resources and advocacy. The Community Prevention Industry Navigator will provide information, assessments, research, and statistical information raising awareness about the needs within the Columbus Area United Way service area.

QUALIFICATIONS:

- BS/BA in Social Services, Human Services, Grant Management, or related field preferred. Candidates with experience in human services and case management will also be considered. Minimum of three years of related experience.
- Must have a valid Nebraska driver's license and provide proof of personal driver's insurance and the ability to utilize own transportation for work purposes.
- Bilingual preferred

PERFORMANCE REQUIREMENTS:

Community Prevention – Industry Navigator - This position will serve Boone, Nance, Platte, and Colfax Counties and industries partnered with Columbus Area United Way. This position will work with industry from any of the four counties while also working to expand Community Prevention.

- Receive referrals of families from Industry partners and self-referring families interested in resources, education, and advocacy.
- Assist with awareness efforts to inform potential partners and the Community about resources options and services available.
- Ability to work within partner industries to provide navigation services to their employees.
- Ability to identify and provide areas for outreach in Boone and Nance Counties, to expand knowledge of local resources, particularly any unmet needs in the community.
- Become familiar with available community resources.
- Provide assistance to individuals, children, and families interested in applying for Emergency Rental Assistance (ERA) through the Department of Health and Human Services.
- Attend training/workshops as directed by the Community Prevention Director and Executive Director related to duties and community prevention goals.
- Participate in supervision meetings with the Community Prevention Director.
- Provide assistance to individuals, children, and families through Support Services.
- Keep ALL information confidential in accordance with federal HIPAA regulations.
- Other duties as assigned.