

## Job Posting: Youth Employment Navigator

**Overview:** The Youth Employment Navigator is responsible for assisting young gay men/young men who have sex with men (YGM/YMSM) of color with finding employment and making connections to vocational training. This will be done by providing intensive employment case management, community outreach, linkages with education and vocational services/training, benefits counseling, and addressing social determinants of health (SDOH).

**Status:** Full Time (37.5 hours), Hourly – Benefit Eligible   **Reports to:** Program Manager II

**Salary Range:** \$20 to \$23 per hour

### Qualifications:

1. Bachelor's degree in social work or related field preferred. Equivalent experience may substitute for degree.
2. Community-based case management and employment training experience using a strength-based, client-centered approach.
3. Experience working with LGBTQ+ individuals.
4. Able to work in a team and grow our agency culture, in a diverse and multicultural setting, providing trauma-informed and harm reduction services to persons of diverse backgrounds.
5. Familiar with and ability to access community resources and services.
6. Available to work some evenings and weekends as needed.
7. Proficiency in MS Word/Excel/Outlook and E-mail.
8. Experience with conducting and writing assessments.
9. Benefits advisement certification or equivalent professional experience is a plus.

### Responsibilities:

1. Complete new applicant applications, assessments, and coaching plans and assist client in successfully overcoming SDOH barriers and employment goals.
2. Provide access and referrals to Benefit Analysis to determine impact of work on existing benefits and income.
3. Provide on-going life skills education with an emphasis on budgeting financial resources and maintaining independence.
4. Create and sustain strong linkages with area employers and vocational rehabilitation/employment service providers including but not limited to The Independent Living Center, ACCES-VR, and Career Central to allow fast and seamless referrals for benefits advisement, employment and training opportunities.
5. Assist with resume preparation and job searches while addressing the unique barriers to employment YGM/YMSM may face in returning to work, maintaining employment, understanding benefits eligibility, etc.
6. Ensure referrals to and maintain referral sources and contact persons for community-based services that address SDOH such as housing, nutrition, child-care, transportation, and medical service providers, such as mental health, substance use, trauma, and HIV/STI/HCV testing.
1. Works closely with In Our Own Voices, Inc. & meet regularly with IOOV YMSM Coordinator
7. Provide crisis intervention and consultation/outreach to community agencies.
8. Availability to work with participants outside of normal business hours when needed, including occasional evenings and weekends as needed by participants.

# Albany Damien Center

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www.AlbanyDamienCenter.org

9. Provide pre-vocational and vocational training. This includes assessing each member and creating a work plan.
10. Ensure client releases are utilized and uphold the Damien Center confidentiality policies and procedures.
11. Utilize internal agency's electronic health record system and assist in maintaining records of member-level data, complete documentation within one business day of service provided, and adhere to grant and grant reporting requirements.
12. Assist with agency enrollments, assessments, and reassessments as required.
13. Fully engage in self-care to promote physical, emotional, and spiritual well-being.
14. Ensure that members have access to HIV testing, PrEP/PEP, and HIV/STI/HCV prevention and care services.
15. Attend full staff meetings and meet required 24 hours of annual training
16. Other duties and special projects as assigned.

**The Albany Damien Center's mission** is to enhance the lives of people affected by HIV/AIDS in an affirming environment and to reduce new infections in the communities we serve. **Our vision** is a community where people with HIV/AIDS achieve their desired potential and are respected as coworkers, neighbors, and friends, while striving for an HIV free generation.

**The Albany Damien Center is committed to building a culturally diverse staff** and strongly encourages applications from minority candidates, women, persons from our LGBTQ+ community, persons living with HIV/AIDS, and persons formerly homeless.

**To Apply: Please send 1) cover letter 2) resume and 3) list of three professional references by e-mail to [careers@albanydamiencenter.org](mailto:careers@albanydamiencenter.org)** Applications will be accepted via e-mail and are encouraged to have all attachments. Continuous recruitment until position filled.

**COVID-19 considerations:** COVID-19 vaccination or approved exemption required.