



## **We're Hiring for a Navigation Coordinator!**

Catalyst Domestic Violence Services is seeking a compassionate and motivated candidate to fill our Oroville based Navigation Coordinator. This position will also work through our Chico Office at times and will be responsible for providing follow-up and extended contact with and advocacy for victims of domestic violence and their children.

Catalyst uses trauma-informed approaches and empowerment models to support people being victimized by intimate partner violence. We are looking for candidates who have skills/knowledge of these practices and who value the diversity of the human experience.

**This position will be 36 hours per week with an hourly rate of \$19 and a \$1/hour bilingual incentive. This position is based at Catalyst's Oroville Office.**

If interested in joining our team, provide a cover letter and resume one of the following ways:

**IF BY MAIL:** Catalyst, Attn: Jackie Kent, PO Box 4184, Chico CA, 95927

**IF IN PERSON:** Submit a sealed envelope with your resume and cover letter and label it "Attn: Jackie Kent" at 330 Wall St. Suite 50, Chico CA, 95928

**IF BY EMAIL:** [hiring@catalystdvservices.org](mailto:hiring@catalystdvservices.org) with the subject line: "Navigation Coordinator"

For any questions, please contact Jackie Kent at 343-7845.

**This position is open until filled.**

### **EQUAL OPPORTUNITY EMPLOYER**

*It is the policy of Catalyst Domestic Violence Services to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation.*



**POSITION:** Navigation Coordinator

**RESPONSIBLE TO:** Associate Director

**JOB SUMMARY:** Provides follow-up and extended contact with and advocacy for victims of domestic violence and their children.

**RESPONSIBILITIES:**

- Demonstrate commitment to the agency's mission and values;
- Actively engage in the development and implementation of the agency strategic plan;
- Direct participant services, including but not limited to: crisis intervention (phone/drop-in), resource and referral, emergency transportation, shelter assessment and welcoming process;
- Increase stability for unhoused survivors of domestic violence through advocacy services including:
  - assistance with safety planning
  - connections to mainstream resources through referrals and/or accompaniment;
  - assessment into programs based on levels of need;
  - assistance in the creation of self-identified plans to achieve permanent housing;
  - bridged services with partner organization to secure housing;
  - ongoing contact and advocacy with survivors housed with Catalyst or other shelter;
  - support in connecting to Housing Coordinators to access housing assistance for safe, permanent housing;
  - advocacy with social service, medical, and law enforcement agencies;
  - follow-up and other services as needed;
- Serve as agency liaison with partner organizations; attend quarterly follow-up meetings;
- Meet with participants when called upon by law enforcement and other service providers;
- Knowledge of local social service agencies, employment assistance, and skill building services;
- Maintain current knowledge of state and federal domestic violence legislation;
- Data entry for Oroville Drop-in Center services;
- Attend regularly scheduled staff meetings;
- Attend regularly scheduled program staff meetings;
- Attend in-service training per policy;
- Staff hotline minimum 6 hours per quarter on-call;
- Other duties as assigned;



**QUALIFICATIONS:**

- Related work or lived experience or a Bachelor's degree in a human service discipline;
- Demonstrated competence in clerical tasks;
- Working knowledge of current legal procedures and issues preferred;
- Competent in computer programs and general office equipment;
- Demonstrated ability to multi-task, work independently, and as part of a team;
- Excellent communication and organizational skills;
- Demonstrated ability to cope effectively in crisis;
- Completion of mandated 40-hour training (post-employment);
- Ability to pass DOJ background check and *DMV record check (proposed)*;
- Reliable transportation, valid driver's license and auto insurance; willingness and ability to maintain a safe vehicle and driving status to use for transport of Participants and self for job duties.

**COMPENSATION:**

- This is a 36 hours per week position;
- \$19.00 per hour;
- Bilingual Incentive \$1.00 per hour;
- Catalyst staff members who work 30 hours or more are eligible for dental, vision, and medical benefits as per current personnel policies.
- Travel reimbursement as per current personnel policies.