



## Senior College Navigator Job Description

<b>Job Title:</b>	Senior College Navigator
<b>Job Category:</b>	Social Services
<b>Primary Location:</b>	Los Angeles 90011
<b>Department:</b>	Workforce Development Department (WDD)
<b>Reports To:</b>	Youth & Education Manager
<b>Direct Reports:</b>	None
<b>Seniority Level:</b>	Associate
<b>FLSA Status:</b>	Non-Exempt
<b>Job Type:</b>	Full Time
<b>Travel:</b>	No

### ABOUT CRCD

**Coalition for Responsible Community Development (CRCD)** is a community development corporation with a mission to better sustain, coordinate, and improve local planning, development, and community services that address the needs of low-income and working-class residents and small business in South LA.

CRCD serves 100% LMI within South LA. CRCD was founded by neighborhood residents and community leaders to revitalize the area after decades of disinvestment and to improve the quality of life for youth and the community. Since 2005, CRCD has partnered in a combined investment of \$168 million in South LA housing and real estate, including 370 units of affordable housing, plus community space for support services, youth programs, a homeless youth drop-in center, a community garden, and commercial space for our social enterprise. CRCD has connected over 1,500 young people to education, jobs, and housing.

### POSITION SUMMARY

The Senior College Navigator will be providing high touch case management, navigational coaching, & crisis intervention to a dedicated caseload of foster youth enrolled at Los Angeles Trade Technical, Southwest, and Compton College. The Senior College Navigator will assist in monitoring direct activities performed by College Navigators within the Project Tipping Point Program. The Senior College Navigator will work with the Youth & Education Manager and College Navigators by providing academic support, early intervention, and training in developing Individualized Service Plans (ISP) to support PTP participants educational goals. The Senior College Navigator will also assist in entering and maintain students' programmatic information and outcomes in the ETO database as well as lead the coordinating and facilitation of group workshops & sessions to build participant cohesion, self-confidence & self-efficacy. The Senior College Navigator will work closely with CRCD's workforce development department education and employment team members to increase and strengthen



## Senior College Navigator Job Description

supportive service resources and program access to deliver high quality workforce development services.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for effectively leading and assisting in service execution facilitated by 2 College Navigators assigned to the Project Tipping Point Program with the Workforce Development Department
- Assist with onboarding and training of newly hired College Navigators
- Will provide weekly 1:1 case management to a dedicated caseload, which includes creating & updating the individual service plan
- Will meet with College Navigators regularly for updates on progress, troubleshoot challenges, identify/securing resources & navigate systems (housing support, child welfare, financial aid, health/wellness, etc.), & provide crisis/emergency management guidance as needed
- Assist **all** students with building an attachment to campus-based support programs including but not limited to: Extended Opportunity Programs & Services (EOP&S), Guardian Scholars, & other key departments – financial aid, Academic Connections, & Bridges to Success
- Communicate with management any issues regarding the participants' files and records
- Review all submit supportive service request for accuracy and needed corrections for approval
- Monitor the work of College Navigators to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors, or problems
- Plan and develop staff assignments and activities for program orientation and bridge
- Provide early intervention to **all** students at-risk of not meeting academic benchmarks
- Assist with the placement of **all** students in continued higher education or employment at the end of the two-year program and 6-months of follow-up services
- Develop & facilitate weekly 2-hour peer support groups & training workshops
- Assess **all** students for competency gains in key areas: positive academic behaviors, life skills, leadership, & social responsibility
- Help link **all** students to opportunities to demonstrate leadership skills through civic engagement & mentoring other youth, & provide ongoing coaching
- Work closely with the Youth & Education Manager & CRCD's Data Manager to input timely & accurate data into our data system – Efforts to Outcomes
- Partner with several coaches to integrate evidence-based practices into programming from Jobs for the Future, Back on Track



## Senior College Navigator Job Description

- Serve as a thought partner for the Director to execute solutions & celebrate/capitalize on successes, & may participate on a workgroup or subcommittee for CRCD or a partner collaborative

### MINIMUM QUALIFICATIONS

- 3+ years' experience in related work and BA Degree in Education, Social Work, Public Administration, or related field
- Prior experience in providing case management, data management, quality assurance, in either for profit or non-profit organizations
- Familiarity with the DPSS is a plus
- Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries
- Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines
- Demonstrated knowledge of community resources
- Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate
- Bilingual in English/Spanish preferred
- Member of the target population a plus

### WORK ENVIRONMENT

- On occasion walk or drive to different local sites throughout the day.
- Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
- Combination of field and office environment.
- May necessitate working in busy and loud environments.
- May be exposed to elements like cold, heat, dust, noise, and odor.
- Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
- This is not a work-from-home position

### RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

- Encompass a "do whatever it takes approach" to serving our community
- Always maintain a safe work environment and confidentiality.
- Be proactive, creative, and flexible in determining, evaluating, researching, and resolving issues.
- Organize and prioritize multiple activities to meet all external and internal deadlines.
- Maintain professional demeanor that reflects positively on the agency.
- Demonstrate respect and courtesy toward others.
- Able to thrive in a work environment emphasizing teamwork and



## Senior College Navigator Job Description

collaboration.

- Respond in a timely manner in all aspects of communication.
- Regular and prompt attendance in the office is required
- Work with limited to minimum supervision.
- *Perform other duties as assigned by your supervisor and or executive team.*

### BENEFITS

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 85% employee paid and 50% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance
- 14 paid holidays

CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD’s criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer and is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193.

### ACKNOWLEDGEMENT

Employee Incumbent Name	Employee Signature	Date
-------------------------	--------------------	------

**All candidates are subject to a criminal history check and meet CRCD’s criteria regarding criminal history.  
All candidates must pass background check conducted by LA County.**