



Community Resource Navigator
Job Description

Supervisor: Executive Director
Updated: December 28, 2024

Specific Responsibilities

The Community Resource Navigator (or Community Health Worker) role currently reports to the Executive Director of Upstream Prevention for supervision of efforts and activities. The CRN is responsible for completing assigned day-to-day tasks related to linkages to care, community outreach and recruitment, and navigation of community resources. This position will have a significant role in supporting individuals through on their recovery path, specifically as it relates to support in navigating needs and resources in the community.

In general, the Community Resource Navigator may be responsible for the following:

- Serve as a community-based Resource Navigator, providing services to the general Johnson County population, as identified through referrals or attendance at the Recovery Café
- Through conversations and interactions, identify and connect individuals to appropriate healthcare services, social services, and community resources based on the individuals' preferences and needs
- Provide follow up support for individuals to ensure they have successfully accessed recommended services and/or address any barriers or challenges encountered
- Assist in the development and distribution of education, information and awareness materials, including media campaign materials
- Engage in outreach, networking, and partnership with key community organizations and represent Upstream at various community organizations related to the grant activities
- Advocate for policies and initiatives that address health disparities, promote health equity, and improve access to care within the community.
- Empower individuals and communities to advocate for their own health needs and participate in decision-making processes that affect their well-being.
- Facilitate identified trainings to populations of focus with fidelity (i.e., Recovery Circles, SMART Recovery, etc.) **as needed**
- Assist with grant and contract evaluation, monitoring, and updated assessment processes as needed
- Document and report progress, outcomes, and services provided on monthly, quarterly, or annual basis as required

Qualifications

- Community Health Worker certification preferred, or
- Education in public health, social work, community health, psychology, or related fields. Previous experience working in community outreach or social services is desirable
- Knowledge of local community resources, healthcare systems, and social service agencies desirable
- Ability to work independently, with sensitive information
- Comfort with public relations, outreach, and networking
- Strong task management abilities, including written and verbal communication skills

Skills and Knowledge Required for the Position

To be successful in this position, the Resource Navigator must possess knowledge of (or be willing to be trained in) the public health, community health, prevention science, harm reduction approaches, etc. While the Certification mentioned above is preferred, it is not required upon hiring. However, if an individual does not have the certification, it is expected that they will immediately begin working towards the certification (with full support from Upstream) to support their ability to provide services.

Travel Requirements

Regular in-state travel required (primarily within Johnson County). Attendance at in-state and out-of-state professional development trainings and conferences may be required (as deemed appropriate and with appropriate notice). Individuals must have access to reliable transportation.

Salary Range

Due to grant requirements, this position currently has a maximum number of hours allowed and is a **part-time position**. Current **hourly** wage for this position is \$23.00 (equivalent to \$47,840 if it were fulltime). If additional funding for time is available in the future, this position may have the option to moving to full-time (pending funding availability and a discussion with the supervisor and/or Executive Director).

Work Hours

This position is a part-time position, meaning staff should not work more than 30 hours per week, with an expectation of an average of 15 hours per week. This position is considered non-exempt, with detailed timesheets identifying level of effort expended and activities are required (per the funding source). Upstream's primary hours are between 9:00 a.m. and 4:00 p.m., however, these positions will be assigned to specific initiatives that likely operate on different hours. As an example, the Recovery Café JoCo is currently open on Thursdays 2:30-6:00 p.m. and Saturdays from 11:30-3:00 p.m., and will have a Resource Navigator on site for these hours.

Employee Benefits

Staff are eligible for a phone and local mileage reimbursement on a monthly basis, access to a SIMPLE Retirement plan (with up to a 3% match from Upstream), paid time

off, flexible hours, and supported professional development and growth opportunities. Upstream does not currently offer health insurance for staff, but instead offers a Health Reimbursement Account (HRA) administered through a third-party vendor. More information will be available to individuals if they receive a conditional offer of employment.

Application Instructions

Application instructions can be found online at <https://upstreamprevention.org/about/upstream-team/>, but applications should email their application packet to financial@upstreamprevention.org with the subject: Café Manager Position. Application emails must include:

- A resume or curriculum vita
- Brief introduction or cover letter – this may come as an attachment, or directly within the body of the email submitting your resume for consideration. Upstream is particularly interested in hiring someone with lived experience for this position – lived experience meaning someone in recovery (broadly defined), someone with experience with mental health challenges, or someone who has supported any of these roles. If you identify as having these experiences, please feel free to include that within your email.
- Writing Sample – please respond to **one** of the following questions and include as an attachment. **We are not looking for “right” answers, just your opinion and ability to articulate and support it.** Upstream values hiring and supporting individuals with lived experience and values individuals for authentically being themselves. This is an opportunity to showcase that, and it **shouldn’t be longer than a single typed page:**
 - How do you see yourself contributing to improving the health and well-being of individuals and families within our community?
 - In your opinion, what are some of the most pressing public health issues facing our community, and how do you envision addressing them in this role?
 - Describe a time when you successfully advocated for a community health initiative or program. What was the outcome, and what did you learn from the experience?