

LOS ANGELES REGIONAL REENTRY PARTNERSHIP

JOB DESCRIPTION

Title: System Navigator	Division: LARRP
FLSA: Non-Exempt, Full time	Supervisor: Director of Programs and Operations
Pay Range or Rate:DOE	Revised: 5/10/22

LARRP Summary

Founded in 2011 to advance the nonprofit sector's communications, capacity building and convening for the Reentry Community. The Los Angeles Regional Reentry Partnership (LARRP) is a nonprofit think tank that designs, conducts, interprets and explains the complicated reentry system to advance the resolution of social problems and people impacted by the system.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Project Coordination

- Serve as the first person of contact for inquiries about navigation services through out the re entry system
- Coordinate and Manage the regional committees approaches
- Coordinate navigation referrals with other Reentry agencies.
- Work with agencies that have navigators on-staff in providing regular technical assistance to navigators to ensure successful employment outcomes for program participants
- Seek regular input from Pomona and LARRP leadership to improve navigation services
- Share necessary feedback with project partners regarding challenges and accomplishments
- Develop, refine and implement materials such as tools and consumer guides for navigators, reentry participants and external stakeholders
- In collaboration with the Program Specialist and Outreach Coordinator, make recommendations on best practices for Pomona.
- Create and maintain detailed project documentation and data collection plans and reports
- Provide Client with access to public benefits programs and additional Services

Quality Assurance and Data Entry

- Monitor data for quality control, correct missing or incorrect data on quarterly and yearly reports for agency wide data collection.
- Manage agencies membership and update membership software
- Complete data entry in LARRP data tracking system as necessary and as assigned by supervisor
- Manage client data related to navigation services to understand areas of improvement and overall navigation performance.
- Conduct site visits to networking agencies for assessment of sites

Meetings and Training Facilitation

- Lead monthly navigation service meetings and case conferencing
- Provide onboarding support and training to staff and partners on how to conduct data collection.
- Manage and Support LARRPs Regional Committee
- Assist with preparation and development of meetings and events for reentry to ensure adequate connection to navigation services
- Attend required conferences, trainings, and webinars
- Offer presentations on navigation services to key stakeholder groups including educating external systems as needed
- Host, Plan and Manage one legal clinic/ expungement clinic per month

Other

- Assist with agency-wide activities as directed, including LARRP retreat, Pomona Events, and other special events
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, participating in professional organizations
- Protect organization's value and manage risk by keeping information confidential
- Perform other duties as assigned
- Perform other duties as assigned by the Director of Programs and Operations

Secondary Functions

- Perform other duties as assigned by the Director of Program and Operations
- Update and organized dropbox, google drive and other duties as assigned
- Must be collaborative and responsive to a wide array of staff, Committee Leads and consultants.

Non-Essential Qualifications:

Knowledge of Microsoft products – Outlook, Excel, Word; adequate knowledge of data – how to record, to simple tallies, as well has design product such as canva- bilingual in Spanish would be an asset

Environmental Conditions (Working Conditions)

Local automobile travel is required. Vaccination is required for employment.

Physical Requirements

The System Navigator typically spends time sitting, standing, typing, thinking, writing, walking, driving, carrying (max. 15 lbs), listening, speaking

Mental Requirements

This position will require the individual to be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules: be able to process information, think and conceptualize.

This position reports to Program Manager and must be collaborative and responsive to a wide array of staff, Committee Leads and consultants.

I have been given a copy of this Job Description. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at any time, according to Agency needs.

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Los Angeles Reentry Regional Partnership is an Equal Opportunity/Affirmative Action Employer. Personnel are chosen on the basis of ability without regard to race, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.