

		COVID-19 Relief Navigator Job Description / Physical Requirements and Potential Hazards	
Supervisor(s): Executive Director	EEOC code:	Effective Date: 3.10.2021	Requirements: Bachelor's degree in human services, social work, or related field, or relevant lived experience. Preferred bilingual English and Spanish. Proof of COVID-19 vaccination prior to hiring.
FSLA Status: Exempt	L & I code: 8	Revision Date: 3.10.2021	
Supervises:	Starts at \$25 / hour		

JOB SUMMARY:

Do you have the desire to help others impacted by the COVID-19 pandemic? Do you have high-level skills to quickly jump in and get to work for these people in the community? As COVID-19 Relief Navigator, you will be part of the effort to meet the emergent needs of people in Jefferson County related to the COVID-19 pandemic. OlyCAP has access to several special funding sources and we need your help to connect as many customers as possible to these valuable resources. This is a full time position, starting immediately.

Essential Job Functions:

- Meet folks in need, right where they are, using all available resources to provide wrap-around service. Using the customer's request for assistance as a starting point to assess, anticipate, and address underlying needs.
- Help remove barriers to success, fill gaps in the existing service systems—including housing, rental and mortgage, homeless prevention, energy and utility, emergency financial, food access and others.
- Complete assessments of need quickly, unobtrusively and in a respectful person-centered way in order to make recommendations, in keeping with the individuals' goals and urgent needs.
- Must be competent in completing risk and needs assessments, collecting documentation, collecting data and performing data entry.
- Direct service delivery may be required such as meeting clients out in the community, delivering food, etc.

Coordination of CDBG-CV-1 subsistence payments funding and required reporting; further information may be found:

<https://www.commerce.wa.gov/serving-communities/community-development-block-grants/cares-act-community-development-block-grant/>



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- Other reporting as required.

KNOWLEDGE SKILLS AND ABILITIES:

- Must be willing to work in the Port Townsend office, as well as other community locations as needed.
- Build trusting relationships with those who typically have distrust for helpers. You will be expected to have excellent communication skills as you will be engaging with individuals who are experiencing a high need in times of crisis. You must be able to communicate your assessment findings and recommendations to both the client and colleagues, documenting needs in data entry system, and referring quickly and appropriately.
- Perform follow-up contact with customers to ensure services are completed.
- Be knowledgeable of local resources, eligibility requirements and the enrollment processes. You will be expected to help usher customers through these processes by removing barriers and expediting when capable. This involves collaborating with other agencies so that they know how OlyCAP services work and how best to handle referrals
- Must show respect for all regardless of cultural background and must demonstrate cultural competence in working in a diverse environment, recognizing that homelessness is a unique culture and those experiencing it are all unique.
- Must demonstrate knowledge of and competence in trauma informed practices, most individuals engaging in our services have experienced trauma in their lifetime.
- Must be flexible! Each day will be different.
- Must work collaboratively with colleagues, utilizing excellent written, oral, and technological communication skills.
- Must have strong computer skills.

- Other duties as assigned and/or identified as necessary to meet the goals of this navigator position.
- Must be able to work independently, requiring little training or oversight
- Job will require hours outside of a general 9-5, M-F; there will be time when you will need to work with customers or partners in the evenings or weekends

QUALIFICATIONS:

Requires a bachelor's degree in human services, social work, or related field, or relevant lived experience. Preferred bilingual English and Spanish speaker

DISTRIBUTION OF TIME:

- Social work advocacy for unsheltered individuals (20%)
- Distribution of Rental Assistance Program dollars (20%)
- Responding to and processing requests for general assistance, utility assistance and CDBG-CV-1 subsistence payments (50%)
- Data entry, reporting, follow-up (10%)



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PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks					X
Driving heavy duty vehicles	X				
Using foot controls					X
Repetitive motion of hands/fingers					X
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds			x		



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	NA	NE	O	F	C
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)				X	
Distinguishing colors		X			
Hearing conversations or sounds				X	
Hearing via radio or telephone				X	
Communicating through speech				X	
Distinguishing odors by smell		X			
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				



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	NA	NE	O	F	C
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

Employee Signature

Date