

## SafePath Children's Advocacy Center, Inc.

**Position title:** Navigator

**Overall objective:** To serve as the portal of entry and contact for clients seeking services. To coordinate the provision of client services onsite with staff and multidisciplinary team partners to help clients access the full range of services. To manage and supervise the center's waiting room and appointments. To provide emotional support and safety for children and their families while they wait for services.

### **Duties and Responsibilities to include but not limited to:**

- Essential understanding of NCA and CACGA standards and implementation of best practices
- Greet incoming children and families providing emotional support
- Ensure safety and well-being of children in the waiting room
- Establish trusting relationship with clients
- Build and support collaborative relationships with SafePath partners
- Support intervention and clinical staff as needed
- Support child and family intake process
- Provide criminal justice support/advocacy information
- Responsible for screening and sanitation per SafePath COVID-19 procedures
- Assist with all volunteers as needed
- Manage, order and organize SafePath supplies
- Assure cleanliness of center common spaces (kitchen etc.)
- Assure proper day-to-day closure of center common spaces
- Adhere to SafePath policies, procedures, and best practices
- Other duties as assigned

### **Education and Experience Requirements:**

Bachelor or Associate degree and/or have an equivalent combination of education/experience necessary to perform the essential job functions. A broad and competent understanding and capability with computer skills to include Microsoft Office and other common software applications. Must be able to communicate effectively with diverse populations especially those who are at-risk or in crisis. Ability to work effectively under high pressure circumstances and manage crisis and emergency situations. Bilingual preferred. Must be able to pass criminal and child abuse and neglect background checks.

### **SAFEPATH CHILDREN'S ADVOCACY CENTER**

SafePath Children's Advocacy Center offers competitive salary and benefits, an exciting team-based work environment and opportunities to expand your skill set. SafePath is a private, non-profit organization and a leader in the field. SafePath offers a benefits package which includes employer supported health, dental and vision insurance, paid holidays, PTO and a 401K retirement plan, as well as professional development opportunities.

**HOW TO APPLY**

Interested applicants should submit a cover letter and resume to [info@safepath.org](mailto:info@safepath.org)

Those candidates meeting the minimum requirements and selected for an interview will be contacted. **No phone calls please.**