

Position Description

Atlanta Center for Self Sufficiency, Inc. (ACSS) empowers financially vulnerable individuals to become self-sufficient, sustainably employed and economic contributors to society. Our programs include CareerWorks, a comprehensive job readiness training and job placement program; Veterans Employment Assistance Program, a targeted initiative aimed at helping homeless veterans re-integrate into the workforce; and the Victims of Crime Transitional Services program (VICTRS), an initiative that provides support to victims of personal crime, including domestic violence, sex trafficking, and sexual assault.

Job Title: Employment/SOAR Navigator	FLSA Status: Exempt
Supervisor: Navigation Program Manager	Direct Reports: None

Position Summary: The Employment/SOAR Navigators will support the Atlanta Continuum of Care's efforts to embed employment and income resources/services within the continuum's Coordinated Entry System. The goal is to connect people experiencing homelessness to employment opportunities and/or income support in order to gain or maintain housing, promote independence, and to prevent returns to homelessness.

Organization-Wide Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

- **Mission Focused-** Carries out the mission by living the values of ACSS.
- **Collaborates Cross-Functionally-** Works effectively with other departments, sharing information and insights to better the organization while working towards common goals.
- **Continuously Transforms-** Exhibits a willingness to learn new things and improve the status quo.
- **Communicates for Impact-** Demonstrates effective communication skills in working with others.
- **Takes Pride in Client's Success-** Expresses a willingness to put clients' success as first priority, taking great pride when clients break the cycle of homelessness.
- **Energized by Challenging Situations-** Individual not only embraces challenges, but is energized by complex tasks.
- **Is a Leader-** Influences others to accomplish the mission in ways consistent with the values of ACSS.
- **Demonstrates Initiative-** Determines what needs to be done and accomplishes these goals and/or objectives with little or no prompting.

Leadership Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- **Demonstrates Accountability-** Takes full responsibility for results and takes ownership of all responsibilities and commitments. Delivers results within prescribed time while taking into account quality standards and impact. Operates in compliance with ACSS policies and procedures.
- **Effective Decision Making-** Makes informed and timely decisions and takes responsibility for these decisions. Modifies decisions based on new information. Involves others in the decision making process from all levels when necessary to enhance decision-making.
- **Relationship Builder-** Builds strategic partnerships within the community, particularly among employers, to further ACSS' mission to break the cycle of homelessness.

Position Description

Position Responsibilities/Essential Job Functions:

- Assess individuals referred from the Atlanta Continuum of Care's Coordinated Entry System to determine income and employment needs.
- Maintain an up-to-date inventory of employment and training programs offered by nonprofits, local workforce boards, technical colleges, etc.
- Based on client need and choice, make referrals to employment and/or training programs or SOAR (SSI/SSDI Outreach, Access, and Recovery) services for those with qualifying disabilities.
- Recommend training stipends for persons enrolled in employment training programs and ensure accurate tracking of training program partners, client enrollments, training completion and training outcomes.
- Conduct case follow-up to monitor referral outcomes, training completion, employment attainment, employment retention, and housing attainment.
- Ensure maintenance of accurate program records in accordance with ACSS guidelines and those of our funders.

Essential Skills and Experience:

- Bachelor's degree preferred, but not required.
- Relevant experience in homeless services, particularly client assessment, case management, and employment services.
- Knowledge of current employment market and labor trends.
- Familiarity with local, state and federal grant programs and monitoring requirements.
- Experience using data entry systems for tracking and evaluation purposes.
- Excellent writing (both creative and analytical) and editing skills.
- Ability to represent the organization in a compelling way, in a variety of environments.

Special Requirements: Local travel is required. Must possess a valid Georgia Driver's License and have reliable transportation

Physical demands and work environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demand:* The work is mostly sedentary with periods of light physical activity, and is performed in office surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp, and turn objects; and operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing. Subject to work beyond the normal scheduled hours of work; to attend evening meetings and work sessions.
- *Work environment:* The noise level in the work environment is usually moderate.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.