



**Job Title:** Aspire 3D Navigator  
**Department:** Aspire 3D  
**Reports to:** Aspire 3D Executive Director  
**Position Classification:** Special Purpose, Full Time, Exempt  
**Approved Date:** March 2021

**Position Purpose:**

The Navigator collaborates with residents of Loveland Housing Authority properties to improve their quality of life. Navigators work under the direction of Aspire 3D's Executive Director and have offices on-site at assigned properties. Navigators do not provide case management or clinical services, but rather support individuals and groups in developing goals and objectives to overcome barriers and move along the self-sufficiency continuum. The Navigator works closely with the housing team to determine community needs, implement programs and activities to meet those needs, and evaluate program effectiveness. The Navigator develops and maintains strategic partnerships with local service providers.

**Job Duties/Responsibilities:**

Service Coordination for individuals and families to improve housing stability, financial security, education, health, and wellness.

- Conduct in-home resident interviews to assess current and needed services; and identify gaps
- Create and support individual and family goal-oriented action plans
- Research and build relationships with community, education and health service providers to create continuum of on-site services for residents that improve their health, well-being, and quality of life
- Refer residents to other providers as appropriate; develop resource referral materials and support residents in completing paperwork; follow up on referrals
- Meet weekly with on-site service providers and LHA staff to coordinate resources and problem solve community concerns
- Track service provision and outcomes in case management system

Program Coordination of educational, community building, and leadership development activities to benefit residents

- Conduct focus groups and community meetings to identify community needs and engage residents in community problem solving and on-site programming
- Provide coordination of resident led/grant funded activities and programs
- Encourage residents to participate in programs and activities through education and incentives, personal invites, and peer cohorts
- Share information with residents through monthly newsletter, community meetings, and educational programs
- Maintain an annual work plan, monthly program reports, and reports on outcome measures
- Collect, compile and provide data and information for grant applications and reports
- Coordinate with Resident Manager to develop transportation and clubhouse schedule

Volunteer Coordination

- Coordinate scheduling, tasks and work space for on-site volunteers and interns
- Provide orientation and advising for on-site volunteers and interns



**Supervisory Duties:**

None

**Required Skills and Qualifications:**

- Ability to assess individual and community level needs and create plan to address those needs
- Strong organizational and time management skills
- Program management and/or coordination
- Cultural competence and awareness
- Boundary setting, crisis management and conflict management
- Motivational Interviewing
- Exceptional verbal and written communication skills with clients, staff, and community members
- Intermediate technology skills including data entry, Microsoft Office, Outlook
- Navigation of health, education and social service systems
- Client Advocacy
- Evidence based practices

**Preferred Skills and Qualifications:**

- Knowledge of local community resources for target populations
- Ability to read, write and speak fluently in English and Spanish
- Experience with affordable housing

**Training/Education:**

- Bachelor's Degree in Human Service or Education field with 3-5 years of related experience
- Master's Degree in Human Service Field or Education field with at least 1 year of related experience preferred

***This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job. A criminal history background check and a motor vehicle report will be obtained pre-employment.***