

MONTANA LEGAL SERVICES ASSOCIATION



Position Title: YHDP Navigator
Location: Helena, Montana

The Youth Homelessness Demonstration Project (YHDP) Navigator will provide project management and development for MLSA's Youth and Young Adult (YYA) Legal Housing Project while also serving as a single point of contact for YYA who are homeless or at risk of homelessness and who are in need of legal services. The Navigator will work with a statewide network of organizations dedicated to serving homeless and at-risk YYA in order to provide these services.

Specific Duties

- Conduct outreach with YYA-specific social service organizations, community centers, and other organizations and agencies that see large numbers of YYA.
- Work with a network of service organizations that provide services, including emergency shelter, to homeless and at-risk YYA.
- Accept client referrals and conduct intake interviews with YYA in need of services.
- Serve as a single point of contact and provide intensive support to YYA as they receive legal assistance from an MLSA attorney and navigate the justice system.
- Support MLSA attorneys with legal tasks as they serve YYA.
- Develop additional community resources on legal issues for both YYA and service providers to help navigate local, state, federal, and tribal legal systems.
- Refer YYA clients to network organizations and other service organizations as needed for additional supportive and emergency housing services.
- Gather data related to grant-related goals and metrics, and submit required grant reports to the funder.
- Other duties as assigned.

Requirements

- Bachelor's Degree required, with a degree in Social Work preferred.
- Minimum of 3 years of experience working in a social work context with youth and young adults, populations at risk of homelessness, or other poverty populations is preferred.
- Experience that provides an understanding of the legal needs and challenges arising out of poverty, preferred.
- Experience networking with community organizations and conducting outreach campaigns, preferred.
- Excellent written and oral communication skills with a high degree of accuracy and attention to detail.
- Ability to work productively in a fast-paced environment with multiple timelines.
- Ability to organize, prioritize and manage multiple activities and tasks.
- Knowledge and proficiency in utilizing computer software such as Microsoft Office Suite, computer-based research, internet-based project management programs, and video conferencing platforms, etc.
- Ability to use technologies to communicate with colleagues and volunteers in rural and remote locations.

- Ability to work independently and as part of a team to manage projects.
- Willingness to travel regularly throughout the state of Montana.

MLSA is an equal opportunity employer and we consider the diversity of our staff to be vital to our organization's success. We strongly encourage and welcome people of all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, ages, genders, and physical abilities to apply.

Salary: \$37,000 to \$44,000, DOE. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

To Apply: Send a letter of interest, resume, and list of three professional references, to hring@mtlsa.org.

Submission Deadline: Screening of applicants will begin immediately and the priority deadline for applications is October 16, 2020. The position will remain open until filled.

[https://montanalegal.sharepoint.com/sites/Shared Files/Shared Documents/Documents/Administrative/Personnel/Job Postings/All 2020/YHDP Navigator/YHDP Navigator Posting 20-09-28.docx](https://montanalegal.sharepoint.com/sites/Shared%20Files/Shared%20Documents/Documents/Administrative/Personnel/Job%20Postings/All%202020/YHDP%20Navigator/YHDP%20Navigator%20Posting%2020-09-28.docx)