



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

School District of Philadelphia (SDP) Identification & Outreach Project Job Descriptions: System Navigator

Department: School Services

Classification: Full-Time/Exempt

Reports To: Supervisor

JOB DESCRIPTION -

SUMMARY:

- The SDP PEC Identification and Outreach Project aims to increase the identification and support for students and their families who are McKinney-Vento eligible (i.e. experiencing homelessness, housing insecurity, in transition) in 40 SDP schools and charters.

Logistics:

- Provide supports and resources to students and their families, who are eligible for McKinney Vento services (experiencing housing insecurity or homelessness), that aid in their participation in school and improved housing situation.
- The SDP System Navigator works with staff at each school and, when appropriate, with students and their family, to access resources that support a student's capacity to fully participate in school, address their housing instability.

Essential Duties and Responsibilities

- Working with students and/or parents/guardians who have been identified as eligible for McKinney Vento services by school personnel (counselors, nurses, principals, etc.) and SDP Outreach Project staff
- Identifying students/families who qualify under the McKinney-Vento Homeless Assistance Act and connecting them to community resources which have inclusive and self-affirming services.
- Completing intakes with students/families to gather information needed.
- Notify each school and key personnel of the Navigator's services and build rapport with key school personnel
- Communicate effectively with students/families referred by the Team
- Work with students and families using trauma-informed principles
- Tracking progress by gathering data and reporting progress and interactions to the Team.
- Mapping community partners to each assigned school that would assist in efficient and timely referrals
- Engaging and connecting with community partners such as: food banks, laundromats, legal services, faith communities, motels, campgrounds, shelters, Boys and Girls clubs, LGBTQIA+ youth organizations, culturally specific organizations, clinics serving low-income families, public benefits offices, etc.
- Guiding students to apply to summer programs and other enrichment programs
- Provide assistance in connecting students to internships or jobs



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- Provide assistance in connecting students who have dropped out of school with re-engagement activities

Competencies

- Excellent oral and written communications
- Highly organized
- Excellent interpersonal skills, team player
- Ability to follow through and exceptional customer service skills.
- Must be able to communicate well with school personnel, students, and student's parents or guardians.

Required Education and Experience:

- Bachelor's Degree in Social Work or a related field.
- Preferred 2 years of experience working with youth and families; experience working with school systems.

Additional Eligibility Qualifications:

- Knowledge (first-hand or professional) of homelessness in the context of education
- Ability to identify resources needed by students and their families
- Familiarity with educational contexts
- Experience and comfort working with underserved urban communities and low-income families
- Knowledge of and commitment to serving students eligible for McKinney Vento supports (i.e., experiencing homelessness, housing insecurity)
- Ability to collect, record, present information and data in a professional manner
- Demonstrate leadership ability
- Ability to work under limited supervision
- Must be a determined and persistent advocate for students

Work Environment

- This job operates in a highly mobile environment in which the System Navigator will work in various settings (school, home, public meeting spaces). When needed, the Navigator uses common space at PEC for computers, phones, photocopiers, filing cabinets and fax machines. The Family Navigator needs use of a car.

Physical Demands

- The physical demands 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. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.



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Other Duties

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

Please send resumes to: emakowski@ysiphila.org