

Position Description



Position Title	Youth Enrichment Navigator
Program	Refugee Response Initiative
Reports to	Program Manager and Site Supervisor

Position Summary

The Youth Enrichment Navigator will support the resettlement of Afghan evacuees and their children upon their initial arrival to Minnesota as part of the Minnesota Department of Human Services' State Afghan Placement Assistance Program. Youth Enrichment Navigator will work under the direction of the Kids/Youth Activities Facilitator to provide on-site support to children ages 0 -18 during their temporary stay at the hotel. The position will establish a relationship with youth and families and will work with them to engage youth in fun, supportive, educational, and constructive modes of play and organized activities. This is an AmeriCorps service member position with the Refugee Response Initiative Program.

Essential Functions

- Create a welcoming environment for guests at the hotel site and work to establish a positive relationship with all participants on the caseload.
- Support participants with keeping their children occupied in constructive ways at the hotel site, including assisting to plan, facilitate and supervise onsite activities for youth of different ages; helping create activity calendars and communicate opportunities with families; gathering supplies for and cleaning up after activities; engaging in large group and 1:1 activities with youth; ensuring safety of youth in all activities; and other needs.
- Model appropriate behavior to youth at the hotel and engage both youth and their families when redirection is needed.
- Be familiar with and assist in navigating resources available onsite during temporary hotel stay.
- Support transitions to longer-term family supports at time of move-out to permanent housing, including long-term basic needs, employment, legal, academic, and youth-engagement services.
- Serve as a liaison between the participant and the systems they are accessing, as necessary.
- Maintain documentation of services provided and youth activity engagement.
- Maintain participant confidentiality at all times.
- Work collaboratively with other individuals who are helping participants with their goals (e.g., hotel site staff, service providers).
- Participate in training sessions and meetings, as required.

- Promote an environment that eliminates discrimination, harassment or favoritism of any sort and adheres to the zero tolerance policy; resolves staff conflicts and/or recognize when a conflict must be referred to a higher level; and models appropriate behavior and treat all workers with respect and dignity at all times.
- Assist with statewide preparedness for, response to, and recovery from disasters which includes supporting organizations and communities in disaster relief activities related to COVID-19 closures and social distancing procedures.

Non Essential Functions

- Act as an advocate to support youth and participants who are accessing housing and other community resources.
- Attend service site-sponsored activities to represent the Refugee Response Initiative and promote services.

Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History background checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Must speak, read, and write English fluently.
- Must have basic computer skills, including the ability to navigate online systems and email.
- Positions that require driving will require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- Strong interest in working with immigrant and refugee communities and affecting systems change at an interpersonal level.

Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats.