



EMPLOYER OF RECORD: ECHO, INC.
POSITION TITLE: YHDP System Navigator
SUPERVISOR: ECHO and Project 16:49 Executive Directors
REVISED: August 26, 2022
PAY SCALE: \$18.00 - \$21.00 per hour

The Wisconsin Balance of State Continuum of Care (WIBOSCO) was organized to provide leadership to local continua of care that exist in all counties of Wisconsin except for Dane, Milwaukee, and Racine counties. The WI Balance of State CoC applied and was selected to be part of the Youth Homelessness Demonstration Project (YHDP) in 2021 on behalf of 19 of the 21 coalitions. The CoC was awarded almost \$8 million for two years. To access funding, the CoC was required to submit a Comprehensive Community Plan (CCP) to HUD. The CoC submitted a plan on behalf of 17 of the 21 coalitions. Once approved, the CoC in consultation with the CoC Youth Action Board (YAB), submitted a variety of projects for HUD funding. One of the projects is the YHDP System Navigator grant. System Navigators will be integral in supporting community partners to meet the needs of youth and serve as a safe and supportive resource for youth who may not be present in the existing homeless crisis response system.

System navigators will allow the CoC to provide a single point of contact within each of the YHDP participating locations for youth and young adults to help navigate complex systems in addition to identifying housing needs. Systems include but are not limited to education (schools, higher education, technical colleges), workforce development (job training, apprenticeship programs, job search), health care including mental health & addiction services, economic support (good stamps & childcare support), law enforcement, juvenile justice, child welfare, and the homeless service systems. The target population is youth and young adults experiencing homelessness within the coalition. The System Navigators main goal is to build relationships with youth and establish or enhance collaboration with community partners. Navigators will also support and facilitate the local youth action group to ensure that authentic youth voice continues to inform project design and become integrated into decision-making within the local coalition. Navigators will work with the CoC staff to recruit youth to join, identify additional leadership opportunities, and facilitate training and discussion around the unique needs and barriers experienced by youth in the community. Navigators do not have to be under the age of 25, although preference shall be given to those with lived youth homelessness experience. Services will include assessing service needs, case management, outreach, some transportation support when needed along with referrals to resources within the community; identification of barriers and inconsistencies within the system; and advocating for change at the local and CoC level with support from the CoC staff.

The YHDP System Navigator is responsible for the following:

- Meeting youth where they are and walking them through complex systems of care they need to access, along with addressing their housing needs. This includes assessment of service needs and case management.
- Outreach and market the services to youth in the community through social media, flyers, educational trainings for the community and relationship building with providers who work with the youth and young adults experiencing or are at risk of homelessness
- Create a robust resource binder of all information about community resources that is accessible for all youth
- Facilitate training and discussion with stakeholder and other community partners around the unique needs and

barriers experienced by youth in the community

- Communicate regularly with CoC staff about barriers and issues youth are having accessing resources
- Advocate for change at the local coalition and CoC level with support from CoC staff
- Support the local Youth Advisory Board (YAB) by facilitating meetings, reviewing and approving reimbursements, recruiting youth to participate in the local YAB, identifying additional leadership opportunities and being the point of contact between the local YABs and the CoC Staff, specifically the Project Coordinator.
- Ensure all services are provided through a positive youth development, trauma informed, harm reduction, housing first lens
- Attend YHDP System Navigator meetings conducted by the CoC Project Coordinator
- Enter required data in the Homeless Management Information System (HMIS)
- Work with the local coalition to ensure that authentic youth voice is integrated into all local decision-making processes
- Other duties as assigned by supervisor

Qualifications:

- Minimum of a Bachelor's degree in a relevant area or an equivalent combination of education and experience sufficient to perform the essential duties of the position
- Preference for someone between the ages of 18-24 with lived youth homelessness experience
- Ability to work independently
- Demonstrated effectiveness building relationships and establishing trust
- General computer skills, including understanding of Microsoft applications, including Excel & Google Docs
- Excellent written and verbal communication skills
- Organizational, planning, and coordination skills
- Ability to travel within the coalition and State of Wisconsin
- Must have a valid driver's license, have adequate vehicle insurance, and reliable transportation

Supervision:

The CoC staff do not directly supervise YHDP System Navigators. Supervision is the responsibility of the employer of record: ECHO, Inc. with support from Project 16:49.

TERMS:

.75 to 1.0 FTE, hourly position, assuming hours average about 32-40 hours per week. The regular office hours and additional hours, as approved by the Executive Director, within the overall budget recommendations of the Executive Committee. Benefit package includes medical, holiday, vacation, and personal time. Must have a valid driver's license and deemed insurable driver by our insurance provider prior to hire.