

EMPLOYMENT SERVICES NAVIGATOR

Employment Services Navigator is a job that involves assisting individuals on disability receiving SSI/SSA secure temporary employment opportunities without risking the benefits, providing Back to Work guidance, and helping individuals navigate the job search process.

This may include researching job postings, connecting individuals with potential employers, assisting with resume and cover letter preparation, and providing job search tips and resources.

Here's to Life (HTL) is one of Atlanta's leading providers of specialized substance abuse treatment specific to the HIV-positive Men who have Sex with Men (MSM) and Transgendered communities.

Since 2007, we have provided an innovative, culturally appropriate integration of primary health care with addictive disorder care for the homeless, HIV-positive MSMs, and Transgendered populations. Our innovative method begins with medical or social detoxification and mental health stabilization and segues into professionally facilitated, peer-infused recovery support services.

Our approach encompasses a multidisciplinary team of well-trained/licensed addiction professionals, social scientists, and peer-led recovery coaches.

Here's To Life is a holistic harm reduction model that uses a client-centered approach to provide treatment on demand. It focuses on behavioral health outreach to facilitate relationships between healthcare providers' practices and agencies addressing the various social determinants of health.

Role Purpose

The Employment Services Navigator provides guidance and assistance for HOPWA and Ryan White program participants seeking part-time employment and job seekers seeking return-to-work opportunities. This includes helping job seekers develop job search skills, connecting them to resources, and providing follow-up support.

An Employment Services Navigator assists job seekers with developing job search plans, applying for jobs, and understanding their ADA, SSI/SSD rights and responsibilities in the workforce. They also provide career exploration assistance, job postings, and other related services to aid in the job search process.

Employment Services Navigator

The Employment Services Navigator is responsible for helping persons with disabilities and/or HOPWA or Ryan White program participants find meaningful employment opportunities without risking their benefits.

This role requires working with individuals from various backgrounds, providing benefits education (e.g., temporary work and back-to-work), job search assistance, and connecting them with local employers who are hiring.

The Employment Services Navigator will conduct outreach to employers, maintain relationships with local companies, and assist with resume and cover letter development. The navigator will also connect clients with community resources that may be beneficial. The Employment Services Navigator will also assist in developing job fairs and employer outreach events.

Employment Navigator Duties

- Provide one-on-one and group employment workshop
- Develop job search strategies
- Assist in resume and cover letter writing
- Support job seekers in developing interview skills
- Create job postings and job search resources
- Organize career fairs and networking events

Employment Navigator Skills

- Excellent communication
- Knowledge of job search resources
- Ability to motivate others

Employment Navigator Requirements

- Ability to provide comprehensive case management and support services
- Excellent communication and interpersonal skills
- Ability to provide career and educational guidance
- Knowledge of job search techniques
- Familiarity with community resources

Personal Traits

- Excellent communication and interpersonal skills
- Knowledge of job search strategies and labor market trends
- Strong problem-solving and organizational abilities
- Ability to work independently and collaboratively

Job Type:

Full-time \$37,000 per year salary

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Available for Weekends and Evening outreach efforts
- Work Location: In person

Here's To Life, Inc. is an Equal Employment Opportunity and Affirmative Action Employer. Black, Indigenous, and all other People of Color (BIPOC), women, LGBTQ+ individuals, veterans, and people living with HIV or other disabilities are strongly encouraged to apply.

Please feel free to contact Charles Shackelford – Sen. Admin Assistant at
Charles@HeresToLifeATL.org <http://HeresToLifeATL.org/career/>

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