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**PERMANENT NAVIGATOR**  
**for TFC/TLP**  
(Non-Exempt)

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Under the general direction of the Program Manager this position is responsible for meeting the treatment needs of TLP clients. Permanent Navigators are directly responsible for a caseload of up to 20 clients, with clients ranging in age from 18 to 24 years of age. A Permanent Navigator is a supportive adult who provides mobile permanency and works with youth to identify community resources and connects youth with secure/safe and viable housing options. Permanent Navigators provide consistent support, regardless of which homeless response system services youth are enrolled in, building crucial relationships and continuity for the young person. This professional will help youth establish the skills to obtain connections to sustain their permanency and transition into independence (connections with landlords, social security, driver's license, food stamps). Permanent Navigators must conduct their professional life as a socially appropriate model for YAS clients.

**Essential Job Functions**

- Assists clients through program intake.
  - Implements and monitors clients' treatment plans, coordinating with treatment teams (Case Manager, Clinician, Psychiatrist, Client and others).
  - Participates in treatment team meetings.
  - Actively engage clients with understanding and accessing community resources.
  - Provide on-going support to clients throughout their housing placement and personal development.
  - Completes and maintains treatment documentation in a timely manner including note templates, progress notes, functional assessments, treatment plans and treatment reviews.
  - Understands and maintains client confidentiality.
  - Teach independent living and community/social skills.
  - Teaches coping skills to individual clients and groups during activities.
  - Demonstrates initiative and uses effective problem-solving skills.
  - Assesses situational risk, and crisis conditions.
  - Documents daily treatment notes which meet agency policies and state and federal regulations.
  - Follows written protocol from medical personnel.
  - Responds appropriately to crisis without immediate backup, and responds to emergency situations, medical, fire, etc.
  - Participates in weekly staff meetings, discusses potential referrals to Supported Employment services.
  - Understand and comply with all grant, licensing and agency requirements.
  - Prepare monthly HMIS reports.
  - Prepare grant reports.
  - Act as Program Manager in his/her absence.
  - Ensure timely submission (weekly) of treatment notes.
  - Ensure timely submission (weekly) of all treatment notes for all YAS Resource Parents.
  - Serve as agency On-Call staff as designated by the Executive Director.
  - Understands and effectively engages the clients with the treatment program.
  - Communicates effectively with a wide range of people.
  - Utilizes clients' behavior problems as an opportunity for therapeutic teaching.
  - Provides pro-active interventions.
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### Knowledge, Skills, and Abilities

- Understand that behavior problems are an opportunity for therapeutic teaching.
- Demonstrate an understanding of cultural issues in the treatment process.
- Appropriate sensitivity to client and family needs.
- Understand the importance of, and maintain a clean healthy living environment.
- Self-awareness of one's own developmental issues.
- Ability to use First Aid and CPR.
- Actively use agency policies and procedures.
- Utilize MS Word and Excel to perform administrative tasks.
- Communicate effectively both orally and in writing.
- Demonstrate basic computer skills.
- Lift and move up to 50 lbs.
- Perform other related tasks as assigned.

### Licenses and Certifications Needed

- Current AK driver's license
- Valid driving history for the past five years
- Current TB Test
- Adult CPR Certification (current)
- First Aid Certification (current)

### Minimum Qualifications

Bachelor's degree with an emphasis in human services, social work or education preferred.

I acknowledge that I have received a copy of this job description.

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**Signature**

**Date**

*NOTE: YAS is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.*

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