

Position Description
Community Health Resource Navigator
East Central Ministries, Inc

East Central Ministries, Inc (ECM) is 501(c)3 non-profit community development organization located in the ID. Founded in 1999, ECM has cultivated partnerships within the International District community to build creative solutions to the ID's unique challenges of poverty and health disparities through education, leadership development, community-building, and meeting community-identified needs. ECM practices an asset-based community development philosophy that is rooted in relationships, by listening to the community as they define their assets, needs, and goals. ECM's primary activities are its community health center, One Hope Centro de Vida, its food cooperative serving over 100 families, and its Growing Awareness Urban farm. ECM also oversees a housing cooperative, youth and preschool programs, case management, and a thrift store.

Job Summary:

The Community Health Resource Navigator will be responsible for staffing a Mobile Resource Hub in the International District. The Mobile Hub will be staffed by two people at a time and go to schools, parks, and community events offering resources, referrals, and other assistance as they are able. There will be weekly office time for the Resource Navigator to follow up with clients, as necessary. This position will work closely with the Community Prosecutor and Program Manager from the DA's Office.

Primary Duties:

- Conduct outreach activities from the Mobile Hub, including referrals and support to community members by connecting them to available resources.
- Track and report referrals made to community agencies and share data quarterly or as needed to support the planning and implementation efforts of the International District Community Based Crime Reduction initiative. Track and report nondiscrimination/demographic data.
- Cooperate in the planning and scheduling of Mobile Resource Hub deployments, including identifying places, dates, times of deployments.
- Cooperate and coordinate opportunities to collaborate with other services and events, such as vaccination, testing, or housing support services.
- When not in the Hub, will provide navigation services to community members by other means, including, but not limited to: offering remote services and setting up booths at events.
- Network and connect with local resources and organizations to increase knowledge of available services and develop agreements and mechanisms for referrals between agencies.
- Support outreach efforts for community meetings and planning activities such as focus groups, community survey days, etc.
- Participate in community meetings and training as requested.
- Attend bi-weekly staff meetings and case management meetings for client review.

Qualifications:

- Must be a certified Community Health Worker or have comparable education, training, or experience.
- Experience or desire to engage families with school-aged children, those who are unsheltered, street workers, persons with substance use disorders, and recently incarcerated populations.
- Ability to sensitively engage and communicate cross-culturally.
- Ability to communicate orally and in writing in English and Spanish, or a second language relevant to Albuquerque's population, preferred but not required.
- Ability to collaborate and coordinate with other social service entities and advocate on behalf of the client.
- Ability to separate personal from professional and to be able to establish boundaries with clients.
- Ability to work independently and as part yet of a larger team.
- Proficient with computers to include data entry, word processing, and spreadsheets.
- Valid New Mexico driver's license with one-year driving experience with no moving violations.
- Must be willing to undergo a background check.

Part Time:

30 hours per week, generally Monday through Friday hours, somewhere between 9 am and 5 pm. This position requires evening and weekend availability for community fairs and other events.

Salary:

\$17 an hour. Benefits include PTO and holidays, membership in ECM's food cooperative, reduced medical rates at ECM's One Hope Centro de Vida health center, and a year-end healthcare bonus after one year.

Duration of Contract:

From date of hire to September 30, 2022. There will be a 3-month probationary period.

Application Process:

Please send a cover letter, resume, and two professional references to

judy@eastcentralministries.org

Position will remain open until filled, but applications received by November 30 will be prioritized. ECM endeavors to respond to every submission whether or not an interview is offered.

ECM is an equal opportunity employer. All applicants will be considered for employment without attention to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or military service. ECM does not tolerate discrimination or harassment of any kind.