



Position: Program Navigator - *Stay the Course*[™]

Reports to: Program Manager - *Stay the Course*[™]

Supervises: N/A

Department: East Region Community Services

FSLA Status: Full-Time/Non-Exempt

Position Summary:

(Stay the Course[™] is both a service program and a research project. Catholic Charities Fort Wayne-South Bend, Inc. (CCFWSB) is contractually obligated to Catholic Charities Fort Worth to implement Stay the Course[™] to fidelity.)

Stay the Course[™] Navigators champion the persistence of community college students enrolled in the program, by equipping them with the necessary resources and support to successfully graduate with a degree. Through intensive case management and emergency financial assistance, Navigators coach and mentor program participants to overcome non-academic obstacles to persisting in education.

Essential Duties/Responsibilities:

- Develop an understanding of each student’s unique strengths and challenges, and develop an in-depth plan related to their goals, needs, and indicators for success.
- Use insight, expertise, and creativity to build student rapport that will inspire and empower students to identify and create service plans that consist of goals that are specific, measurable, attainable, realistic, and time-bound.
- Provide comprehensive intakes and client needs assessments; implement, monitor, and evaluate individualized service plans; assist clients with transitioning and navigating through the community college system; and assist clients with removing barriers to college completion and acquiring the skills necessary to complete college coursework.
- Understand and act in accordance with the tenacity that is necessary to help students persist through college completion even when presented with several barriers.
- Accept guidance and direction from both the Program’s manager, agency’s Compliance Director and Senior Administrative Officer, as well as the Replication Manager from Catholic Charities Fort Worth—the *Stay the Course*[™] originator and proprietor.
- Provide referrals to community supports, resources, and other service providers.
- Develop educational, life skill, and careers approaches for diverse populations.
- Assist students with accessing emergency financial assistance to eliminate potential barriers for college completion.
- Document all communication and interactions in a data management system to ensure service delivery and compliance.



- Complete all necessary documentation, reports, and case management reviews to ensure compliance with funding requirements and agency quality assurance standards.
- Comply with all agency standards, policies, ethics, philosophies and values.
- Represent the agency within the community.
- Collaborate with community college staff and maintain compliance with specific campus location standards.

Minimum Job Requirements:

- Bachelor's degree (B.A. or B.S.) in relevant field (e.g., social work, psychology, sociology)
- Two (2) years of case management service experience with diverse, low-income populations, or combination of education and experience
- Experience in higher education services, preferred
- Reliable transportation with valid driver's license
- Knowledge of data-driven programs, metrics, and outcomes 2018
- Knowledge of research-based programming, preferred.
- Ability to effectively represent the agency in public situations involving services rendered.
- Excellent written and oral communication skills.
- Strong acceptance of the agency's identity and values; willingness to work for and represent a faith-based organization.

Conditions of Employment:

- Valid Driver's License with clean driving record.
- Reliable vehicle with personal vehicle liability insurance coverage of \$100,000 per person and \$300,000 per occurrence.
- Proficient in Internet, word processing, spreadsheet, and e-mail applications (prefer Microsoft Office).

Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirement needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.
- Strength: Must have ability to lift, push/pull, and hold/carry 50 lbs.

Prior to Hire Requirements:

Must be willing to submit to:

- Physical
- Drug and Mantoux screens



- Local and federal criminal background checks
- Child welfare registry screening

Post Hire Requirements:

- Random driving record checks
- Drug testing and/or criminal history and child welfare registry checks
- Comply with agency Mission, code of ethics, Catholic social teaching, and agency policies and procedures, including confidentiality
- Meet all legal, funding source, regulatory, and accreditation standards and requirements

Disclaimer:

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and duties required.
- Nothing in this job description restricts the agency's right to assign or reassign duties and responsibilities to this job at any time.

Employee's Signature

Date