



On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.

Job Title:	Alchemy Navigator	Position Family:	Program
Position:	Program Navigator	Career Level:	Service Provider
Initiative/Division:	VOICES	WC Code/EEO:	8810/ 5
Location:	714 Mendocino Ave, Santa Rosa, CA 95401	Travel Required:	Yes
Level/Salary Range:	\$20.00- \$22.49 per hour/ non-exempt	Position Type:	Full Time/ Hourly
HR Contact:	otmhr@onthemovebayarea.org	Date Posted:	4/16/24
About On The Move	On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!		
Benefits:	<p>PTO: Year 1: 5 hours, Year 2-3: 6.67 hours, and Year 3+: 10 hours per pay period. Please refer to the OTM Employee Handbook for full PTO policy.</p> <p>16 Paid Holidays: Please refer to the OTM 2023-24 Calendar for a schedule of holidays.</p> <p>Business Expenses: Pre-approved, work-related travel, and \$60 monthly cell phone reimbursements.</p> <p>Health Benefits: Full-time employees are eligible to receive health insurance through Kaiser and a pre-tax Flexible Spending Account (FSA/Childcare).</p> <p>Retirement: Employee contributions to a 403b plan are optional. The agency matches up to \$1,000 after 1st year of employment.</p>		
Applications Accepted By:			
FAX OR EMAIL: 707/251-9509 or otmhr@onthemovebayarea.org Subject Line: Open Position		MAIL: On The Move Attn: Human Resources 780 Lincoln Avenue, Napa CA 94558-5110	
Job Description			
<p>Position Summary: The Alchemy Navigator will be responsible for participating in program outreach, assists with and plans rehabilitative groups and events, collaborates with VOICES Youth Center drop in, and provides some administrative support. The Alchemy Navigator position is a learning opportunity to develop skills and acquire knowledge of best practices, while actively engaging in project development.</p> <p><u>ROLES AND RESPONSIBILITIES</u></p> <p>PERFORM ONE-ON-ONE CASE MANAGEMENT AND COACHING:</p> <ul style="list-style-type: none"> • Provide assessment to youth interested in identifying areas of needed support and collaborate with youth to create plans to attain goals. • Provide comprehensive support for youth with goals around education, employment, health, wellness, housing, and independent living skills. • Deliver individually identified and developed coaching services. 			

- Educate youth on the resources and opportunities available to them.
- Collaborate with youth to provide analysis and feedback for the course of the program.
- Develop authentic and empowering relationships with youth and staff.
- Organize and facilitate meetings with both young people and adults.

PROGRAM OPERATIONS AND DEVELOPMENT:

- Identify areas for program growth and work in partnership with the Alchemy Coordinator and VOICES Staff to implement program enhancements.
- Maintain professional communication with off-site manager and community partners.
- Maintain appropriate files and documentation
- Participate in regular team meetings
- Communicate regularly with collaborative partners to ensure that programmatic and youth needs are being met.
- Develop new strategies based on staff and youth feedback to enhance collaborative partner's impact
- Work side by side with staff to plan and support outreach
- Participate in the social media outreach efforts and any other forms of outreach

DATA MANAGEMENT:

- Maintain regular progress notes and complete data tracking for contacts with youth by recording data into the AirTable electronic database.
- Assist with evaluating the project on a quarterly basis.
- Supporting with the writing and updating of grant reports

WORKSHOPS/ EVENTS:

- Event workshop coordination, including preparation and collection of sign-in sheets.
- Lead and plan one event each month either workshop or barbecue
- Support VOICES-wide events including monthly barbecues, anniversary events, and workshops.
- Creating a connection to all youth, inviting them to events, workshops, etc.

ADMINISTRATIVE/ GENERAL

- Maintain proper time keeping for tasks and payroll.
- Keep an accurate and up to date calendar.
- Timely response to all email, phone and text communication.
- Participate in Adult Reflection, an organizational practice that supports learning
- Build and maintain positive working relationships with co-workers, and the public using principles of good customer service.
- Greets, communicates, and treats all organization constituents with respect, dignity, and an attitude of service.
- Demonstrated commitment to Diversity Equity and Inclusion values and practices
- Clear desire and absolute commitment to adhering to OTM's principles, practices and culture
- Additional duties as assigned

PROFESIONAL DEVELOPMENT

- Participate in learning and development trainings offered by On The Move
- Open and willing to learn and implement the unique culture of On The Move and VOICES
- Additional duties may be assigned

IDEAL CANDIDATE QUALIFICATIONS AND QUALITIES

- Must have H.S. diploma or GED. (preferred)
- Direct experience with the mental health system or other systems of care is highly desired.
- Demonstrate characteristics associated with outgoing leadership, creativity and innovation
- Experience providing direct outreach

- Possession of a valid driver's license and insurance
- Ability to form collaborative relationships with transition aged youth, staff, community members and stakeholders.
- Strong organizational skills including time management, attention to detail, and ability to move through various and ever-changing tasks based on need.

KEY KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency of Gmail and google drive
- Proficiency of Microsoft Word, Excel, PowerPoint (preferred)
- Responsible and able to maintain professional communications.

Last Updated By:	JWay	Date/Time:	4/14 8:16am
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On The Move is an Equal Opportunity Employer (EOE). We utilize E-Verify to confirm employment eligibility. Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, genetics, gender identity or expression, disability status or veteran status.