



**POSITION TITLE:** Career Navigator  
**STATUS:** Part-time -12-month contract  
**STARTING RANGE:** Competitive, based on experience and other factors

**DRIVING:** Required  
**REPORTS TO:** Executive Director

## ORGANIZATION

The Southside Institutions Neighborhood Alliance (SINA) is a partnership between Connecticut Children's Medical Center, Hartford Hospital and Trinity College. SINA's mission is to work cooperatively with community stakeholders to restore economic vitality and improve the quality of life for the benefit of the people who live, work, visit, study, and play in the neighborhoods of South Central Hartford.

## POSITION DESCRIPTION

Reporting to the Executive Director, the Career Navigator will have overall responsibility for the management of program functions that include in-take and assessment of eligible candidates into the SINA employment program. The Career Navigator will also support the Executive Director in launching a purchasing program with the SINA Institutions. Examples of daily program functions include, but are not limited to:

- engaging in on-going interaction with SINA employment partners;
- monitoring the quality of program services;
- tracking participant progress through these training programs;
- sourcing of third party vendors for the Purchasing program.

The responsibilities of the Career Navigator involve working with Hartford's workforce development service providers to identify clients who live in the SINA neighborhoods, assess their suitability for available employment opportunities within our member institutions, assist them in navigating the training and hiring process, and provide on-going support and guidance in creating successful pathways to sustainable employment.

The Career Navigator will bring to the assignment experience in workforce development, a professional network of contacts – preferably within the greater Hartford community, and a demonstrated track record of success in delivering support services to a diverse population. The Navigator must be able to build friendly and collaborative relationships with senior and middle managers within the SINA institutions in order to successfully communicate and achieve the goals of the employment program.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Recruit, interview, screen and validate eligibility of candidates.
- Work with employers, initially SINA institution employers, to develop systems and procedures for entry-level hiring.
- Assess each client's skills and work history and need for partner services.
- Provide counseling and work with participants to secure appropriate education, training, employment and leadership opportunities.
- Collaboratively develop an individual plan with each participant to establish specific goals and objectives and provide access to appropriate activities and services that support the achievement of said goals.
- Maintain detailed confidential records on all case management/counseling contact with each participant and ensure that all information is submitted into the SINA database.
- Provide individual and group support for the participants, scheduling individual sessions with participants to review progress and goals.



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- Develop close working relationships with partner agencies to identify, access and develop networks of mutual cooperation and assist in program development.
- Attend meetings and/or workshops as requested by the Executive Director.

## **POSITION QUALIFICATIONS**

- Minimum of bachelor's degree in counseling, education, human services or related field.
- Five years related experience working in adult education, life skills and counseling or employment and training programs. Master's degree preferred.
- Ability to manage time efficiently, meet deadlines and be flexible to varying program hours.
- Self-reliant, good problem solver, results-oriented
- Ability to establish rapport and relate sensitively to a diverse population.
- Ability to build and maintain relationships with a wide variety of human service agencies.
- Strong commitment to helping people succeed in all aspects of the employment program.
- Excellent oral and written communication skills.
- Bilingual Spanish-English proficiency, strongly preferred
- Employment is contingent on the successful completion of a background check and drug screening.

NOTE: The Career Navigator will be a contract position for one year. The contractor will not be considered a SINA employee. The Career Navigator will have access to an office at SINA to carry out their duties. The position will remain open until filled.

***Please send all resumes with a cover letter and salary requirements to:***

**[navigator@sinainc.org](mailto:navigator@sinainc.org)**

*Southside Institutions Neighborhood Alliance (SINA) is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*