

 <p><b>Taller de José</b></p>  <p><b>QUINN CENTER OF SAINT EULALIA</b></p>	<p style="text-align: center;"><b>JOB DESCRIPTION</b></p> <p style="text-align: center;"><b>POSITION: Community Resource Navigator</b></p> <p>FLSA: Full-Time Employed By: Taller de José</p> <p><i>Jointly</i> Reports to: Associate Director of Taller de José &amp; Executive Director of Quinn Center</p> <p>Posted: February 2024</p>
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**About the Quinn Center of St. Eulalia:** The Quinn Center works to strengthen a diverse Proviso Township community through collaborative initiatives that promote health, resilience, education and human connection for all generations. Flagship programs include a weekly community dinner/food distribution, a summer program for youth and teens, an after-school tutoring/enrichment program, as well as senior and caregiver support/activities. Through the hard work of a small, dedicated team of staff as well as an extensive network of volunteers, interns, and community partners the Quinn Center works with a network of community-based organizations seeking to advance Maywood and surrounding communities. The Quinn Center works with a multi-sector collaborative to develop and implement evidence-based strategies advancing health and racial equity by addressing root causes at the community level.

**About Taller de José:** The Taller De José agency offers companionship and personal attention to people who have difficulty finding their way in a complex social services system. Rather than duplicate existing services, Taller de José seeks to collaborate with other agencies to make social services more accessible to a population in need. Each team member listens to clients to assess the services they need and then accompanies them in the process of finding those resources. The mission of the Taller de José is to accompany individuals, serving as a bridge to connect them to the health, legal, and social services needed to achieve their goals. As a member of the Congregation of St. Joseph Mission Network, we create more connected communities.

**Position Summary:** The position of Community Resource Navigator will establish and steward relationships with existing and new community partners and service providers in the Maywood community. A successful Community Resource Navigator will listen as clients share their story, you will help to identify their goals, and see how you can support them in achieving those goals. This team member will coordinate outreach, provide accompaniment services to clients, and assist with the evaluation of the Quinn Center accompaniment services while serving as a bridge between the community and our mission. This individual has the ability to operate effectively in a collaborative, shared leadership environment. The Community Resource Navigator will be responsible for implementing Taller de José's model of accompaniment at the Quinn Center. The Community Resource Navigator will be employed and trained by Taller de José and will report to both the Quinn Center Program Director as well as the Taller de José Associate Director.

**You'll love this role if:**

- You're passionate about community responsive centered social service and justice work
- You believe in accessible, compassionate, people-first services that center on the dignity and empowerment of the individual
- You are a proven problem-solver who is not afraid to find solutions & answers
- You have excellent time management and organization skills
- You enjoy relationship building and collaborating with coworkers and community partners
- You thrive when working independently and are a self-starter
- You enjoy variety in your day and the ability to travel locally as part of your work



**Primary Roles and Responsibilities**

- Meets with clients, listens to their stories and determines services needed, providing support through resources and referrals to clients
- Maintains accurate, detailed, and timely files for all clients and partnerships in accordance with Taller de José processes and protocols
- Accompanies clients offsite to courthouses, clinics, and other agencies as needed
- Creates meaningful and long-lasting relationships with new and existing social service agencies, schools, parishes to support
- Presents at various events in order to promote the mission and ministry of Taller de José and the unique partnership with the Quinn Center of St. Eulalia
- Attends various community network meetings to further partnerships and engage with new connections
- Communicating needs for outreach and marketing efforts to highlight timely events, programming, etc. within existing marketing campaigns.
- Assists with evaluation of Quinn Center accompaniment services

**Additional responsibilities:**

- Ability to identify clients' situations/problems and link with agencies
- Assists at Little Village Main office site at least one day per week or as needed
- Attends staff meetings at the Quinn Center and Taller de José main office
- Coordinates with other Taller de José staff to ensure client needs are met and that Quinn Center administrative tasks (email, phone, etc.) are addressed in a timely manner
- Provides feedback to Quinn Center program staff regarding workshops/programming (and possible collaborations) that addresses needs identified frequently during accompaniments
- Other duties as directed by the Program Director/Associate Director (Quinn Center/Taller de José)

**Key Qualifications and Required Skills:**

- Bi-lingual in English and Spanish, required
- Ability to maintain accurate records and meet required deadlines while maintaining confidentiality
- Valid driver's license and current automobile insurance, required
- Computer literacy and experience maintaining well organized digital files for records management
- Cultural sensitivity and comfortable working with diverse staff, clients, and community partners
- Must be willing to physically accompany clients on public transportation to various locations
- Associates degree or higher preferred or commensurate experience
- Experience in social services, preferred 1-3 years minimum experience
- Willing to travel up to 50% within Greater Chicago area
- Duties will regularly require sitting for more than 50% of the work day
- Good listening skills with a desire to learn from others' experiences
- High degree of flexibility and creativity

**Required training and background checks (will be included in site training)**

- All Archdiocese of Chicago employment requirements including, but not limited to: Virtus Training, Criminal Background Check, *Compliance Training and Safety Training*, Child Abuse and Neglect Background check, Mandated Reporter Training

**Time Commitment:**

- Daytime hours with occasional weekends
  - Monday: 8:30am-5pm in Summer; 9:30am-6pm during other months
  - Tuesday: 10:30am-7pm
  - Wednesday: 8:30am-5pm in Summer; 9:30am-6pm during other months
  - Thursday: 8:30am-5pm in Summer; 9:30am-6pm during other months
  - Friday: 8:30am-5pm
- This is a full-time, benefits eligible position



Taller de José



QUINN CENTER  
OF SAINT EULALIA

## JOB DESCRIPTION, *Continued*

**POSITION: Compañerx**

### **Location:**

- On-site at the Quinn Center facility in Maywood with one day per week (minimum) at Little Village
- Must be willing to participate at in-person events within the community

**Compensation:** Annual salary starting at \$40,000 (commensurate with experience)

### **Benefits Include:**

- Employer contribution of 5% of employee salary to 401K (regardless of employee contributions), starting at 6 months of employment
- Health, dental, and vision insurance plan options, with company contribution of 80% for single coverage
- 13 paid holidays, plus one floating holiday per year
- PTO accrued at a rate of: 10 vacation days and 12 sick days per year (with increases available in future years)
- Commuter benefits
- Options for FSA, HSA, disability insurance, and critical illness insurance
- Employer paid life insurance and AD&D insurance

**TO APPLY: Please email your resume to our hiring team, Taller de José, [jobs@tallerdejose.org](mailto:jobs@tallerdejose.org)**

### ***Equal Opportunity Statement:***

*Taller De José and Insperity provide equal employment opportunities to all employees and applicants in all company facilities without regard to race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, work authorization, status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*