



CHOOSING OUR ROOTS

Safely Housing Queer Youth

Choosing Our Roots (COR) is seeking to hire a Navigator for COR participants in the Mat-Su Region. This full-time, year-round position provides support, advocacy, and navigation services to youth participants in a variety of settings via screening, training, education, empowerment-based interventions (individual and group), host home programs, and systems navigation. In collaboration with the COR Co-Directors of Programming, this position assists participants in connecting with host homes, finding solutions, creating and adjusting goals, and navigating the social and emotional issues related to experiencing homelessness, including those specific to LGBTQ+ young people. This position coordinates with and supports the participant as they navigate intersecting systems and connect to existing resources. This position's case management responsibilities are focused on youth participants, but may also include serving and responding to requests for help by host families, families of origin, and service providers as outlined and agreed to by the participant. This position also holds responsibility for outreach and engagement to strengthen agency partnerships within various systems and coalitions, interagency collaboration, and advocacy for the needs of youth participants within these systems.

Job Title: Navigator

Job Type: Full-time, 40 hours per week

Hours: Flexible scheduling in collaboration with team; some evening and weekend hours

Location: Mat-Su Valley

Pay range: \$52-60,000 annual salary

Benefits: insurance package, 13 paid holidays, up to 8 hours of PTO per paid period, flexible schedule, \$1,000 professional development annually, and more

ESSENTIAL JOB FUNCTIONS: May not include all duties of this job

- Conducts intake and supports acceptance of youth participants into COR host home programming, or refers youth to appropriate resources.
- Completes a pre-developed assessment of the needs and challenges of participants within 5 days of initial contact and based on program eligibility requirements.
- Upholds requirements of HUD and CoC by entering data in the Homeless Management Information System and completing necessary intervention tools.
- Assists in facilitating a match between youth and hosts.
- Monitors youth and host relationships throughout the hosting experience.
- Participates in the development of the initial and ongoing plan for housing and community stabilization with participants, always remaining youth led and directed.
- Refers youth to appropriate resources, such as physical and mental wellness support, educational and vocational supports, drug and alcohol treatment, and more.

- Assists youth in navigating systems related to employment, education, access to mainstream benefits, permanent housing, healthcare, and other areas relevant to individual goals.
- Consults community investors, trained volunteers, and board members regarding the ongoing coordination of participant needs. Actively participates in COR meetings, follows up with issues related to care coordination, and reports back to group as appropriate.
- Completes progress notes per COR guidelines within 24 hours of participant contact, ensuring the notes are part of the participant's file, with the consent of the participant.
- Provides support to participants as they adjust to a new living environment, changing roles within the home system, family dynamics and conflicts. Documents and monitors as outlined by COR policies.
- Coordinates education and training to participants, host homes, and volunteers to enhance their understanding of needs, resources, and possible solutions to challenges that arise.
- Collaborates with the COR Finance & Fundraising Committee to develop reports on program outcomes.
- Conducts interagency outreach and proactively engages in ongoing collaborative relationships with other youth-serving agencies, coalitions, and systems.
- Advocates for the needs of youth participants within the intersecting systems that affect their lives.
- Develops, advertises, and facilitates community learning engagements to reduce stigma, increase community awareness, and bridge gaps in care.

CORE VALUES

Demonstrates personal and interpersonal qualities that support the Core Values of Choosing Our Roots: Dignity & Respect, Empowerment, Cultural Relevancy, Community, and Hope.

ESSENTIAL JOB QUALIFICATIONS:

COR remains committed to equity in our work and communities. Individuals with lived experience of homelessness or being marginally housed, and/or who identify as queer, trans, or Black/Indigenous/Person of Color are encouraged to apply.

- **Relevant Experience:** May include lived experience of homelessness and experience in behavioral health. Must have experience working with youth and young adults, experience working with diverse populations, and have healthy, firm boundaries, ethics, and moral character. Ideal applications will also have experience in a peer support role, experience navigating dual relationships in professional settings, and experience advocating within complex systems.
- **Other Qualifications:** Valid Driver's License and automobile insurance according to AK State Motor Vehicle laws are required. Must have reliable transportation for local travel. Must have basic computer skills to participate in remote work, data entry, and other essential job functions. Must be able to interpret verbal and non-verbal communication. Must have the ability to process and provide feedback in a manner that is sensitive to the cultural, linguistic, and emotional needs of Participants, Hosts, co-workers, community partners, and volunteers. Must be able to balance working independently and as part of a team. Must be self-motivated and responsible.

Application deadline is October 1, 2026. A complete application **must include a cover letter and a current resume**. Please submit to info@choosingourroots.org. The first round of applications will be reviewed by a Hiring Committee of COR stakeholders, including Participants and community investors. The position remains open until filled.