

**Brandon School Division & Huddle Brandon**

**SERVICE NAVIGATION SPECIALIST**

**Internal/External Posting**

**1 FULL-TIME POSITION, TERM TILL March, 2029**

**Starting as soon as possible**

**Service Navigation Specialist Role Description:**

The Service Navigation Specialist offers BSD schools a direct link to the supports available at Huddle Brandon. They are a direct resource and contact for School Support Teams – including Principals, Vice Principals, School Counsellors, Resource Teachers, Social Workers, Clinicians, Indigenous Academic Achievement, Jordan's Principle and other support staff.

The Service Navigator Specialist will operate as an outreach worker providing support and case management for marginalized youth and families.

**Hours of Work:** Monday to Friday, combination of some 10am-6pm; and 12pm-8pm shifts in addition to a possible Saturday shift as required.

**Duties and Responsibilities:**

- Support school communities and caregivers to access supports in the areas of counselling, mental health / addictions, employment services and primary medical care, bridging school, community and home;
- Directly link the Huddle services with BSD school support teams;
- Ongoing communication and education to BSD Support teams on Huddle Services and part of the communication strategy (website, social media platforms, newsletters, staff meetings, meet the teacher) to ensure BSD school communities and caregivers are aware of the Service Navigation Specialist and Huddle;
- Collaborate with all levels of BSD administration, departments and school communities to identify needs and work with the Huddle to co-create supports.
- Work with Huddle to identify opportunities to bring Huddle services into a variety of schools to remove the barrier to access (can include counseling supports, cultural activities, and other initiatives);
- Identify and collaborate with previously established youth-run school leadership groups (GSAs, Sources of Strength groups, cultural groups);
- Work within families and community systems as required to consult and navigate supports;
- Oversee and manage specific youth/family support and development plans when necessary;
- Link with other agencies as required for advocacy or support;
- Work with the Huddle and BSD to eliminate barriers to services; (including transportation, hours of operation);
- Collect data on service navigation interventions, connecting with students, families and schools, and measure outcomes and impact from service delivery model.
- Valid driver's license and access to a vehicle required.

The Service Navigation Specialist will work within a number of overlapping teams: WSD School Support Teams (Principal/ Vice Principal, Counsellor/ Resource, Clinicians and others); Huddle Site (coordinator, counsellors, peer navigator, primary care providers); Partner Agencies Support Teams (PMH, BFC, CEYS, WYFC and others)

**Experience and/or Training:**

The Service Navigation Specialists training and experience would be within the realm of social work, counselling, psychology, community development, mental health, or related social services training. The successful candidate will meet one of the following criteria:

- Registered Social Worker
- Registered Psychiatric Nurse
- Registered Occupational Therapist
- Registered Clinical Psychologist
- Certified CCPA Counselor (Canadian Counselling and Psychotherapy Association)
- Other relevant or appropriate certification or demonstrated lived experience
- Direct experience in a service navigation specialist role

As well as:

- Minimum one year of experience doing similar work.

The Service Navigation Specialist will demonstrate successful experience in the following areas:

- Knowledge of the education system and experience working with children, youth and families;
- Work collaboratively in inclusive and diverse environments;
- Knowledge of youth mental health and addictions;
- Ability to work with families/ communities from a systems and/or human ecological approach;
- Collaborating and liaising with diverse, multiple systems and collateral agencies including the education system;
- Identifying, assessing and coordinating needs;
- Project management, data collection, measuring impact of service delivery;
- Strong understanding and experience working with diverse communities and from an inclusion framework;
- Effective and strong communication skills;
- Ability to work in teams but also independently;
- Commitment to reconciliation and decolonizing practices.
- Ability to conduct proactive outreach to identify and engage hard-to-reach individuals, families or communities.
- Skills in building trust and establish relationships with community members through consistent and empathetic communication.
- Skills and knowledge to support individuals and families in growing their supportive ecosystem

**Closing date:** April 14, 2025

**Salary range:** \$35-\$47 per hour