



## Job Title: Resource Navigator

**Location:** Metro Atlanta, GA (primarily Grant Park and Decatur)

**Position Type:** 20-hours per week

### **About Casa AlternA:**

Casa AlternA supports asylum seekers in the U.S., hosting nearly 600 guests from over 50 countries since August 2020. We offer hospitality, welcome, and accompany newcomers on their journey to safety and self-sufficiency.

### **Job Summary:**

The Resource Navigator coordinates essential services for guests and residents, facilitates community integration, connects individuals to resources, and manages casework. Reporting to the Executive Director, the Navigator collaborates with the Residential Coordinator, volunteers, and partner organizations.

### **Primary Responsibilities:**

#### **Transportation:**

- Schedule and provide transportation to appointments and essential services.
- Arrange air, bus, or train tickets and vehicle rentals.

#### **Medical Care:**

- Facilitate access to medical care, health screenings, and prescription medications.

#### **Residents' & Guests' Needs and Goals:**

- Support residents in setting and achieving self-sufficiency goals.
- Document progress and create personalized transition plans.
- Maintain a resource database.
- Coordinate essential item distribution and translation services.

#### **Volunteer Engagement and Support Services:**

- Communicate with and engage volunteers supporting residents.
- Recruit and train new volunteers.

- Foster a supportive volunteer community.
- Build relationships with organizations to enhance resident support.
- Connect residents with resources like food banks, social services, and legal services.
- Provide updates to stakeholders.

**Educational Services:**

- Plan and collaborate on informative sessions for residents.
- Connect residents to learning opportunities, including English classes.

**Other Tasks:**

- Provide weekly updates on residents' progress.
- Meet regularly with staff to align efforts.
- Perform additional duties as needed to support the organization, reflecting our small and collaborative team environment.

**Qualifications:**

- Bachelor's degree in Social Work, Human Services, or related field, or equivalent experience preferred.
- Experience with asylum seekers, immigrants, or vulnerable populations.
- Excellent communication skills in English and Spanish.
- Strong organizational and time management skills.
- Valid driver's license and access to a car.
- Flexible schedule, including some evenings and Saturdays.
- Ability to work independently and as part of a team.
- Computer literacy.
- Commitment to Casa Alternativa's mission and values.
- Cultural competency and familiarity with services for marginalized communities.

**Compensation:**

Details will be provided during the interview process.

**Benefits:**

- Flexible work schedule, including some telecommuting.
- Supportive work environment.

**Application Process:**

Submit a resume and cover letter to [admin@casaalterna.org](mailto:admin@casaalterna.org) with the subject line "Resource Navigator Application."

**Equal Opportunity Statement:**

Casa Alternativa, rooted in progressive, radical Christianity, is an equal opportunity employer dedicated to diversity and inclusion. We strongly encourage individuals from marginalized communities to apply.