City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Youth and Family Navigator</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>YVFM</td>
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<tr>
<td>Pay Grade:</td>
<td>NU14</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for serving as a connection between RCPD and the broader youth and family service community. This role will frequently interface with a wide variety of contacts, including the CBCR Project Manager, members of the RCPD Juvenile Task Force, juvenile diversion, probation, public officials, community partners, etc.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Works with the RCPD Juvenile Task Force to identify strategies to engage community partners in response to runaways and youth to intervene on trauma and victimization.
- Engages with aspects of the juvenile justice system to understand workflow, barriers, strengths and opportunities for referrals; connects juvenile services with community-based services to minimize victimization of youth.
- Collaborates with SOCC and JDAI partners to respond to youth identified as being high risk for victimization.
- Creates system of collaborative communication to ensure follow-up on calls for service involving youth identified as being high risk of victimization and needing ongoing support.
- Works with RCPD research associate to advance the Collective Healing Initiative Recommendations and supports the creation of a Native-led youth and family mentorship initiative for victimized youth.
- Reviews and follows up on cases and calls for service to identify victimized and at-risk youth.
- Enters Juveniles in MAVIS software to track services and navigation.
- Facilitates, tracks and reports VOCA grant activity and impact in the community.
- Identifies, develops, and coordinates community outreach programs and campaigns to increase community partnering, integration, and awareness for youth victimization and trauma.
- Attends meetings, case conferences, coordinated access meetings, training workshops, and community meetings as assigned.
- Assists in administrative duties.
- Participates in professional training activities relevant to job-related duties.
- Maintains confidentiality and exercises discretion and judgment in dealing with sensitive or confidential information.
- Diffuses and resolves conflicts with emotionally-charged individuals in stressful situations.
Qualifications:

Education and/or Experience:

Bachelor’s Degree from an accredited university or college and a minimum of two years of community outreach/relations/youth mentorship experience in a professional capacity preferred; or a combination of education and experience deemed acceptable to the hiring authority.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. PHR/SPHR and/or SHRM-CP/SHRM-SCP are required.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; reach with hands and arms; talk; hear. The incumbent is frequently required to sit and/or stand and most of the work is completed at an assigned desk station in front of a computer. The incumbent is occasionally required to walk; balance; stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and rarely lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.