

POSITION DESCRIPTION

Job Title: Director of Community Resource Navigation

UWKV Mission: Creating and cultivating an unbreakable network of support.

UWKV Vision: Healthy and resilient communities where all can thrive.

Reports To: Vice President of Community Impact

Location: Primary office location is UWKV Lawrence Office:
1127 Iowa St Lawrence, KS 66044

Job Level/Status: Exempt

Division: Community Impact

Position Summary:

The Director of Community Resource Navigation will lead and support a team of Community Resource Navigators in Douglas and Shawnee Counties. The Director plays a crucial role in the development and execution of a robust community navigation program that connects community members with resources, services, and supports systems that address their unique circumstances. Essential functions:

- Provide leadership in all aspects of program development, planning and operation of the Community Resource Navigator Program
- Provide supervision and direction to Community Resource Navigators
- Identify appropriate and necessary professional development and training for the navigator team
- Oversee program data and ensure data is accurate and up to date
- Provide reports to diverse stakeholders to demonstrate effectiveness of programming
- Assist with advocacy efforts
- Provide leadership to the Kansas Community Network and participate in other area closed-loop referral networks
- Carry out work in a client-centered approach with dignity, respect, and cultural competence
- Be onsite in strategic locations throughout the community to build relationships and trust with community members, including being out in the community regularly
- Assist in completion of enrollment forms and other needed documentation and document in approved format in a timely manner
- Complete referrals through closed-loop referral system
- Help with medical, behavioral health, and social service referrals to ensure client access and follow through
- Ensure client's access to interpreters and translators for medical and social services appointments
- Assist clients in obtaining necessary medications through patient assistance programs and other reduced cost programs
- Complete all required documentation and data tracking in a detailed and timely manner
- Attend and actively participate in project related training and project meetings
- Understand community needs, resources, and local and national best practice strategies

Diversity, Equity & Inclusion at UWKV

To truly Live United, we must commit to placing diversity, equity, and inclusion at the forefront of our work, internally and externally.

A successful fight for the education, financial stability, and health of every person requires that we listen to, learn from, and amplify the voices of those who are most in need and those who have been traditionally underrepresented.

We recognize that everyone in our United Way community brings value to our mission. We understand every employee, donor, volunteer, partner and stakeholder brings different experiences, perspectives, and expectations.

We respect and encourage insight and participation from all.

We actively promote a variety of voices among our staff, volunteer committees and Board of Directors, and the non-profit community.

We commit to being curious and courageous in how we communicate with each other. We do so in a constant effort to grow and move our community forward together.

Core Competencies

- Must have strong PC proficiency and MS Office skills
- Must be able to manage time effectively to complete tasks and meet deadlines
- Ability to function effectively in both autonomous work environments and as part of a team
- Must have good interpersonal skills with ability to relate to diverse groups of people and people on all levels
- Ability to prioritize workload and manage multiple tasks with different deadlines
- Other
 - Actively participate in projects, special events, cross-functional teams or workgroups that support the work of the entire organization.
 - Other responsibilities and tasks necessary to achieve the goals of United Way

Important Information:

- This position is .25 Community Resource Navigation and .75 Supervisory and Team Leadership
- Must have a reliable form of transportation and a valid driver's license
- Must have well-developed technical and analytical skills related to planning and evaluation.
- Must have the ability to manage and prioritize multiple tasks simultaneously, meeting deadlines and attending to details
- Must have the ability and desire to meet, develop relationships, and work with a variety of people
- Must have the ability to present information and data in written, electronic, and oral forms to diverse target markets
- Must live in the community where services are delivered
- Will office in both Shawnee and Douglas Counties
- Expected to have a commitment to excellence and to the mission of UWKV
- Must accept and abide by UWKV Code of Ethics and confidentiality requirements, along with the Association for Fundraising Professionals Code of Ethical Standards
- Accept and abide by UWKV Diversity, Equity and Inclusion Guidelines

Ability to speak other languages preferred**Job Requirements:**

Education: Bachelor's degree in social work, psychology, public health, or related field

Skills and Experience:

- Experience working with underserved and diverse populations in community settings
- Experience supervising a team
- Experience in program development and evaluation
- Technical and analytical skills
- Strong communication skills
- Strong planning and organizational skills
- Time management
- Demonstrated ability to support, coach, and motivate team members to reach their goals

Physical Demand:

- 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 accommodation may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand, walk, and occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 pounds.

Work Schedule:

- Regular M-F; 8am -5pm
- Special Events may require working outside these hours
- Staff have the option to take a half day on Fridays, if weekly hours have been met

Starting Salary Range: \$50,000-54,000

Salary is negotiable dependent upon experience and achievements.

Prepared July 2025