



RENTON TECHNICAL COLLEGE
invites applications for the position of:
ABAWD Navigator

SALARY: \$50,000.00 Annually

OPENING DATE: 06/18/19

CLOSING DATE: 07/09/19 11:59 PM

POSITION:

Renton Technical College, located southeast of Seattle, has provided quality education in a variety of occupations for over 75 years. Our apprenticeship, professional-technical certificate, and degree programs offer entry and mid-level training in the areas of allied health, trades and industry, culinary, business, technology, automotive, and general education. Our outstanding college & career pathways program with classes in adult basic education, English as a second language, and GED preparation is available to those who need additional preparation prior to entering a training program and for those who simply wish to improve their math and English skills. As an Achieving the Dream Leader College and an Aspen Institute top 10 finalist for the Aspen Prize for Community College Excellence, RTC is also proud to be a Military Friendly School, serving those who chose to serve.

The ABAWD Navigator, full time, and exempt from overtime and representation, reports to the Director of Workforce Education. The Able-Bodied Adult without Dependents (ABAWD) Navigator position will create a single point of contact for immediate engagement of ABAWDs in activities that matter and fulfill the work requirement for Basic Food eligibility. This includes providing intake, assessment, referrals and support in accessing activities at community colleges or with other community partners. The ABAWD Navigator will also work to enhance collaborations with community partners and increase resources for RTC to support low-income students. This is a federally funded (and titled) position, scheduled to continue through September 2020. Continuation is contingent on future funding.

Renton Technical College is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its professional staff. The students that we serve come from a variety of backgrounds and over 60% of color. We strongly encourage members of underrepresented groups, veterans, and bi- or multi-lingual individuals to apply for this position to help meet the needs of our diverse students and service district.

KEY RESPONSIBILITIES INCLUDE:

- Demonstrate multicultural competence (including an awareness and understanding of historically disadvantaged populations) and create an educational and work environment that affirms commitment to equity, diversity, and inclusion.

ABAWD Navigation Design –

- Actively participate as a member of the statewide ABAWD Navigator Cohort, including attending virtual and in-person trainings and meetings
- Contribute to the development of the statewide ABAWD Navigator model, including program processes and data tracking systems.
- Participate in ongoing program evaluation and revision efforts to ensure appropriate and effective supports for ABAWDs.

Supporting ABAWDs -

- Provide an intake process for ABAWDs that includes appropriate assessment and presentation of the full menu of options to meet work requirements and individualized career goals.
- Support all students' access to Basic Food assistance and the Basic Food Employment and Training (BFET) program, and support the reduction of student food insecurity.

- Provide ABAWDs with referrals for supportive services within the college and with community partners.
- Ensure ABAWDs are aware of their Work Participation Verification reporting requirements and provide assistance when appropriate.
- Ensure ABAWDs are provided with options for immediate engagement in Basic Education, Vocational Education, or other approved activities within the college or with community partners, including BFET providers.
- Conduct regular check-ins with ABAWDs and support the BFET program with case management for increased enrollments when needed.

Enhancing Community Collaboration –

- Facilitate local or regional BFET Provider service delivery integration and collaboration meetings.
- Assist efforts to strengthen transition supports, especially continued access to Basic Food, for students exiting Temporary Assistance for Needy Families.
- Work with other ABAWD Navigators and the SBCTC to enhance community partnerships to support students and increase options for individuals to meet work requirements.
- Provide a local focus and work with other ABAWD Navigators and the SBCTC to enhance integration with the workforce development system.

Expanding Resource Availability –

- Provide a local focus and work with other ABAWD Navigators and the SBCTC to secure non-federal resources for all BFET Providers to increase and enhance capacity to serve Basic Food recipients in employment and training activities.
- Seek new community partnerships to increase resources for participants.
- Support the promotion of apprenticeship pathways for low-income populations.
- Support efforts to integrate student support programs at the college and enhance leveraging of college resources.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated experience or participation with persons from diverse backgrounds such as sexual orientation, racial, ethnic, religious, linguistic, gender, age, socio-economic, physical and learning abilities, and a commitment to an inclusive and equitable working / learning environment.
- A bachelor's degree or equivalent combination of related experience and/or education.
- Superior technical skills including proficiency with Microsoft Office and database programs.
- Demonstrated experience facilitating meetings.
- Availability for in-state travel for trainings and meetings.
- Excellent customer service, communication and teamwork skills
- Demonstrated flexibility and ability to accommodate multiple stakeholders with various interests and needs.
- Demonstrated problem-solving and analytical abilities.
- Strong planning and project management ability.
- Excellent written, verbal, presentation and interpersonal communication skills.
- Demonstrated experience in interpreting, reviewing and applying program specific policies, procedures and regulations.
- Ability to maintain confidentiality, think critically and exercise independent judgment required.
- Demonstrated ability to promote universal design and accessibility. Proficiency in (or ability to learn within 6 months of hire) the production of accessible content, whether print or electronic.
- Demonstrated attention to detail required as well as previous experience maintaining accurate records, managing multiple tasks, and planning and organizing work in order to meet changing priorities and deadlines.
- Valid driver's license and safe driving record for regional travel.
- Ability to represent the college in a positive and professional manner, while using tact, discretion and courtesy.
- Ability to speak a regionally top spoken language other than English is preferred (Spanish, Vietnamese, Russian, Somali, Chinese).

TERMS OF EMPLOYMENT:

The person hired is required to provide authorization for employment in the United States.

All offers of employment are subject to background checks. Post offer, pre hire background checks (including criminal record) may be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

For questions regarding this position contact 425-235-2296 or nmedbury@rtc.edu

EEO STATEMENT:

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. The following college official has been designated to handle inquiries regarding the nondiscrimination policies: Title IX / EEO Coordinator, Executive Director of Human Resources 3000 NE 4th Street Renton, WA 98056 (425)235-7873, titleix@rtc.edu. *Jeanne Clery statement: Notice of Availability of Annual Security and Fire Safety Report: In compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Renton Technical College reports the mandate information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. Renton Technical College's Annual Safety and Fire Report is available online at: <https://www.rtc.edu/annual-security-report>*

For information on how to access the RTC Daily Crime Log follow this link: <https://www.rtc.edu/node/4321>

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.RTC.edu>

Position #19-E0013
ABAWD NAVIGATOR
NM

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