



GRAYS HARBOR COLLEGE
invites applications for the position of:

Student Success Navigator - ABAWD

SALARY: \$4,347.25 Monthly
\$52,167.00 Annually

OPENING DATE: 07/10/19

CLOSING DATE: First review date is 8/1/19

DESCRIPTION:

Grays Harbor College is accepting applications for the position of Workforce Funding and Support Programs Student Success Navigator – ABAWD (Able-Bodied Adult Without Dependents) position which 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 Student Success Navigator - ABAWD position will also work to enhance collaborations with community partners and increase resources for colleges to support low-income students.

GHC has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.

Grays Harbor College has an excellent benefits package to include comprehensive health care insurance, primary and supplemental retirement programs, long-term disability insurance, vacation and sick leave, and employee tuition waivers. All administrative exempt staff at Grays Harbor College set aside 1% of their gross salary every pay period for a Voluntary Employee Benefit Association (VEBA) pre-retirement medical expense account that is used to reimburse the exempt employee for out of pocket medical expenses. All exempt employees are required to participate in this program.

GHC is the community college that serves both Grays Harbor and Pacific counties on the Pacific coast of Washington. The main campus is in Aberdeen, with two outreach centers in Raymond and Illwaco, and 25-30% of our students studying online. Located at the base of the beautiful Olympic Peninsula, we are less than an hour away from scenic Pacific Ocean beaches, and not far from both Olympic and Rainier National Parks. Grays Harbor provides the perfect landscape to enjoy the abundance of excellent outdoor activities such as camping, hiking, biking, fishing, clam digging, surfing, boating, and various kayak/canoe paddling opportunities. Both the college and the community contribute to a thriving local arts scene: visual art, music, and live theater.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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
- Screen for eligible individuals during the college intake and financial aid processes
- Manage an ABAWD tracking system to ensure accurate program data and reporting
- 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
- Provide ABAWDs 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 Spanish speaking students and increased enrollments when needed
- Ongoing outreach to ABAWD populations in the Grays Harbor and Pacific County region to disseminate information to potential populations

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
- Participate in the Guided Pathways initiative at the college
- 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
- Perform outreach with schools, CBOs, and agencies to create a network of resources for ABAWD's to develop and establish a path for ABAWD's to the ABAWD Navigator

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
- Ensure a full menu of college and community resources is available and communicated
- 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

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED QUALIFICATIONS:

- A bachelor's degree or equivalent combination of related experience and/or education
- 2 years related experience in a higher education or social services field
- Superior technical skills including proficiency with Microsoft Office and database programs
- Professional level Spanish language skills with the ability to communicate about the program effectively
- Demonstrated experience facilitating meetings
- Demonstrated experience performing community outreach

- 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
- Valid Driver's license

PREFERRED QUALIFICATIONS:

- Demonstrated BFET or Basic Food Assistance Program experience
- Higher education enrollment and financial aid experience
- Recruitment Experience in an educational setting
- Social Services/Higher Education Case Management Experience

SUPPLEMENTAL INFORMATION:

First review date for this position is 8/1/19. In addition to the GHC online Application you will need to submit the following materials. Incomplete applications will not be accepted or considered.

- Letter of application addressing your qualifications for the position.
- Resume
- Contact information for 3 professional references.
- Transcripts of all college work completed. Unofficial copies are acceptable, official copies will be required at time of hire.

PROCESS NOTE: Prior to a new hire, a background check including criminal record history will 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.

Grays Harbor College is firmly committed to providing an environment that provides fair and equal treatment in public employment and equal access to its programs and services. This shall be provided to all persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, genetics or veteran status. In accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. TTY-TTD 360-538-4223

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/ghc/default.cfm>

Position #00410
STUDENT SUCCESS NAVIGATOR - ABAWD
LK

1620 Edward P. Smith Drive
Aberdeen, WA 98520
(360) 538-4257

HR@ghc.edu
