

WE ARE HIRING

JOIN OUR TEAM

Community Navigator

Innovative LIFE Options Inc. is looking for a Community Navigator for the Winnipeg, Interlake and Westman areas. We are looking for a team player, with strong communication, organizational, networking/collaborative abilities and community development skills, to work as the LIFE community navigator for our 18 month project. (October 2022 –March 2024, with opportunity to extend.)

The **Community Navigator** will assist individuals and families in the navigation of existing services; identifies and responds to gaps in service delivery. The Navigator service will help build capacity of individuals, families, and communities through listening, connection, networking, building trusting relationships, collaboration, and innovation. The Navigator will collaborate and assist communities, families and individuals with an intellectual challenge in the development of creative solutions.

Other Information:

- 25-30 hours per week
- Salary Range \$26-\$28 per hour
- Opportunity for benefits after probation period

Send Resume to:

Innovative LIFE Options Inc.

c/o Executive Director

[**patti@icof-life.ca**](mailto:patti@icof-life.ca)

(Resumes will be accepted until Friday October 7th 2022 4:30 pm)

Job Title: Community Navigator

Reports To:

The LIFE Executive Director; and will regularly meet with the Community Development Steering Committee

Job Overview and Purpose:

The **Community Navigator** assists individuals and families in the navigation of existing services; identifies and responds to gaps in service delivery. The Navigator service will help build capacity of individuals, families, and communities through listening, connection, networking, building trusting relationships, collaboration, and innovation. The Navigator will collaborate and assist communities, families and individuals in the development of creative solutions.

Main Duties and Responsibilities:

Individual and Family Connection and Capacity Building:

- Meets with individuals with an intellectual disability and families who are experiencing gaps in services and listens to what gaps exist.
- Provides information about existing services and support options.
- Helps locate and access community resources.
- Aids in understanding complex processes and concepts.
- Facilitates workshops and gatherings.
- Facilitates connections between individuals and families to share information, experiences, frustrations, gaps, and successes for peer support and guidance.
- Enhances the individual and families' ability to interact with and contribute to their local community.

Community Capacity Development:

- Creates connections within MB communities (as outlined by the steering committee).
- Networks and collaborates with community, organizations, businesses, non-profits, various levels of government to generate new and creative ideas and strategies to help fill gaps.
- Engages communities to recognize gaps and become allies who have a vested interest in creating inclusive communities for all Manitobans.
- Emphasizes, promotes, and coordinates the use of unpaid supports to address the individual's needs in addition to paid services.
- Oversees the Digital Lending Library.

Research:

- Performs an environmental scan including contacts and a listing of services.
- Maintains a database of services and resources.

Awareness of the Community Navigator project:

- Develops multi-media promotional material to distribute and discuss as networking occurs.
- Develops content for consistent posting on social media.

- Develops presentations
- Engages and meets with community, with municipal representatives, government department, organizations, etc.

Reporting:

- Meets with the steering committee on a bi-monthly basis.
- Provides a semi-annual report on inquiries, community outreach, learning and connecting opportunities, identified gaps, promotions, and research.

Key Skills:

- Strong networking and collaboration skills.
- Highly organized, flexible, and able to meet deadlines.
- Ability to work independently as well as with others.
- Strong public speaking skills.
- Imagination, creativity and excellent problem solving abilities.
- Comprehensive computer skills.
- Proficient with oral, written, and social media communication.
- Ability to phase out support as the capacity of the individuals, families, and communities have increased.
- Perform duties with a value base rooted in community living, empowerment, choice, self-determination, and quality of life for people with an intellectual disability.

Qualifications:

- A university or college degree/diploma and relevant experience in community development.
- Relevant education or experience working with people with an intellectual disability.
- A valid Manitoba Driver's License and access to a vehicle
- Ability to work flexible hours and travel
- Knowledge and understanding of community living options for people with an intellectual disability is highly desired.
- Demonstrated abilities with networking, community development and urban planning principles.