



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: ELEVAR Restorative Case Navigator - FW

FLSA Status: Full Time 40 hours -- non-exempt, hourly

Department: Youth Services

Reports to: Youth Services Co-Director

Pay Range: \$30.29 – \$31.25

To Apply: Please send cover letter, resume, and employment application to msantos@elcentrodelaraza.org

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

At El Centro De La Raza, we understand that the pipeline-to-prison is a series of systems, structures and practices that suppress the ability of young people of color and other marginalized young people to thrive. We are dedicated to reshaping the punitive culture of the Juvenile Justice System for youth using restorative core values. These values involve empowerment, respect, healing, accountability, and inclusiveness for young people.

The ELEVAR Restorative Justice Case Navigator will provide specialized and progressive case management navigation services, Truancy Prevention and Intervention Program for Latina/o scholars and their families who have been referred by school districts' staff. An additional emphasis will be placed on youth at risk of gang involvement or who have had contact with the juvenile justice system. We seek an individual who has the ability to build rapport with youth ages 11-19 years old to provide services to those who would not otherwise have access to resources.

Must be flexible in interchanging roles of mentor, educator, advocate, counselor, and activities coordinator while maintaining a strength-based position with participants, families, and Federal Way School District personnel. Must demonstrate commitment to ELEVAR program model:

Empower students to pursue their goals. Through student centered planning students work on goals that are personally meaningful to them helping them develop agency and ownership.

Launch students into a successful future with a plan for post-secondary.

Encourage students to explore college and career opportunities/resources.

Validate student experiences and create understanding of their belonging in different spaces and places.

Academic support to address systematic barriers and scholars educational support needs.

Representation through culturally competent support and staff.

ESSENTIAL QUALIFICATIONS:

- B.A. degree in criminal justice, social work or demonstrated experience in a related field may be substituted.
- 2-3 years of nonprofit experience or other relevant experience working in social services.
- Experience working with youth who have had contact with juvenile justice system.
- A strong belief in the capacity of people to grow and change.
- Bilingual Spanish/English both written and oral fluency. Able to communicate in English and Spanish with youth participants and their caregivers

Community Action Agency • United Way Agency • Affiliate of UnidosU
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- Familiarity with Latino community, immigrant communities and/or diverse communities.
- Strong organizational and interpersonal skills
- Must have work experience in an office environment and adhere to office protocol.

ESSENTIAL FUNCTIONS

- Maintain a caseload of 30 plus scholars per school year using restorative justice practices provide case planning and management for youth ages 14-21.
- Assess for risk and protective factors of behaviors that indicate an interest in or involvement with gang activity and juvenile delinquency for each referred youth and their family
- Utilize a strengths-based team approach to foster an environment of high impact to those that we serve.
- Create an action plan for every participant, in a prevention and/or intervention component
- Implement Self-Esteem and Gang Awareness Curriculum and Student Intervention Sessions (Meet-Ups),
- Work with school counselors and/or administrators as necessary.
- Track participant progress, number of participants, sessions attended, hours involved, and number of activities during program enrollment.
- Engage in partnerships and collaborations with other organizations.
- Attend weekly virtual and/or in-person meetings with supervisor. Attend Charlas and department staff meetings.
- Provide program reports, monthly narratives, success stories and program performance report for the Board of Directors.
- Refer qualified participants to ECDLR other wraparound services, including Financial Empowerment and Immigrant Family Safety Planning.
- Prepare end of year demographics report, site visit information, and other required documentation
- Enter program data into Salesforce database on a monthly basis.
- Perform other duties and responsibilities as assigned

SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including Microsoft Office Suite, Salesforce, Zoom, and Canva
- An understanding of the school to prison pipeline
- Experience navigating various school administrations.

WORKING CONDITIONS:

Hybrid work model, with 4 days in person and 1 day remote. 40 hour per week, Monday- Friday 9:00am – 6:00pm. Travel from office to various schools across Seattle Public Schools will be required. May require a flexible schedule to support with occasional weekend outreach opportunities and to meet participant’s needs. This position will be based out of Federal Way.

ECDLR reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to Lift 25 pounds



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Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

El Centro de la Raza offers the following benefits to full-time staff:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participate after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Covid-19 Vaccination Requirement:

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

To apply for this job please send your resume, cover letter, and our employment application to:

Mimi Santos, Youth Services Co-Director msantos@elcentrodelaraza.org and hr@elcentrodelaraza.org

Please go to the El Centro de la Raza website to download a copy of our Employment Application.

cc HR, personnel file

REV: 1/2024