



Chicano Federation of San Diego County, Inc.

JOB TITLE: Workforce Navigator – Digital skills 4 life

HOURLY PAY: \$22.00

GENERAL FUNCTION:

The Workforce Navigator works in partnership with Unidos with the Digital Skills 4 Life program. Through outreach, enroll participants in the program, deliver trainings and will provide additional one-on-one advising to program participants. The Workforce navigator will track all data in the SharePoint system. This role will teach program participants a foundational digital literacy program that covers the basics, including: internet exploring skills, communication skills, social media skills, computer hardware skills, apps, software and websites, safety/security skills, problem solving skills and digital content creation. The curriculum is intended for Latinx adults, and is culturally and linguistically proficient, and is available in both English and Spanish.

ESSENTIAL FUNCTIONS:

- Develop a plan specific to the needs of individual clients.
- Establish client eligibility by conducting an intake interview.
- Assist in recruitment of program participants.
- Helping to implement the training curriculum in partnership with other program partners.
- Prepare and submit quarterly reports to the Program Director in a timely manner.
- Maintain a running record of services and benefits received in the clients' case files.
- Participate on all collaborative meetings.
- Complete appropriate follow-up on each case.
- Assist in other areas as needed to support program participants.

REQUIREMENTS:

- Clear and concise oral and written communication.
- Minimum of 1-year experience in customer service.
- Minimum 1-year experience teaching adults.
- Bilingual in English/Spanish.
- Personal transportation including a valid driver's license and proof of current auto insurance.
- Knowledge and experience with computers and digital technology a must.

CONTACTS:

Has contact with all levels of agency employees.

WORKING CONDITIONS:

Works in an office environment.



The Chicano
Federation