



**Omega Community Development Corporation
HOPE ZONE STUDENT SUCCESS NAVIGATOR**

TITLE: Hope Zone Student Success Navigator

FLSA CLASSIFICATION: Exempt, Salaried

SALARY RANGE: \$35,000-45,000

REPORTS TO: Hope Zone Success Coach

EFFECTIVE DATE:

LOCATION: Dayton, OH

POSITION TYPE: Full time

ABOUT OMEGA CDC

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, opened in November 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and a worship center.

ABOUT THE HOPE ZONE

Motivated by the need to strengthen and sustain a measurably impactful system of change for 6,700 children and 3,400 families living in Northwest Dayton, the Hope Zone is an initiative that is premised in racial equity, informed by community engagement, and vitalized by continuous identification, assessment, and analyses of gaps and barriers to mitigate generational poverty.

OBJECTIVE OF THE POSITION

Hope Zone Student Success Navigators are adults who form individual relationships with a child and, ideally, their family, developing an understanding of the child's needs and interests in order to co-design individualized student success plans. The Navigators maintain a caseload of 30-60 children, documenting and tracking progress against the plan. The Navigator is a relationship builder who forges and connects partnerships within the Hope Zone ecosystem that align community resources to help their students (and their families) access necessary supports and achieve their goals. The Navigator works closely with the Administrators at the Hope Zone partner schools, Omega CDC and Hope Zone organization colleagues, and other community organizations and systems.

DUTIES & RESPONSIBILITIES

- Co-design individualized student success plans with all children and their families, in adherence with Student Success Planning standards.
- Document and track progress against the plan, including monthly updates to the plan regarding student attendance, behavior, academic, referrals/resources, and interventions.
- Complete regular check-ins with children, including face-to-face meetings at school or home, text messages, e-mails, and video calls, via appropriate platforms and tools.
- Facilitate communication and relationship-building with faculty, staff, students and other key stakeholders connected to the long-term success of students. Ultimately, each child would have a success team of caring adults, professionals, and community assets to support their post-secondary completion and career success.
- Serve as a mentor and guide for students, sharing relevant information and making critical social connections in alignment with student goals and aspirations.
- Serve as a key advocate for students and their families regarding academic, social, and familial concerns.
- Engage families and the community in partnerships that meet the critical needs of students and support student achievement.
- Collaborate with neighborhood associations, organizations, residents, and community leaders to share resources that would be beneficial to the students, their families, and the community.
- Participate as an active member of Omega CDC staff team, attending Staff Meetings and monthly supervision with appropriate supervisor.
- Participate in relevant Hope Zone Promise Neighborhood Workgroups and events, engaging students and their families to ensure community-centered approach to programming and the initiative.
- Prepare monthly reports for submission to Executive Leadership Team, Workgroup Co-Leads, and Backbone Support regarding activities and progress.
- Support the Omega CDC Out-of-School time programming at Edwin Joel Brown Middle and Fairview Elementary Schools (Scholars of H.O.P.E. and Camp H.O.P.E.)

QUALIFICATIONS

- Associates' degree is preferred, and some college experience is required.
- Experience as an educator, social worker, community health worker, case manager, counselor, or community advocate is strongly preferred.
- Ability to organize and prioritize work and successfully facilitate multiple projects are necessary skills.
- Previous work and/or volunteer experience with community-based organizations, families and children, educators, and volunteers.
- Excellent networking, communication, and interpersonal skills
- Cultural competency and sensitivity with groups and individuals representing a variety of needs, abilities, and socioeconomic backgrounds.
- Ability to respond flexibly to a fluid and evolving program environment.

- Strong time management, organizational skills, and attention to detail.
- Excellent computer skills, including data entry (Microsoft Office Word, Access, PowerPoint, and Excel; Google Office Suite).
- Ability to work collaboratively with partners, colleagues, and participants.
- Connections to community resources and institutions is a plus.

WORKING CONDITIONS:

Work is performed primarily in the Hope Zone (Northwest Dayton). Some local travel is required for meetings, community engagement, and required presentations. Longer distance travel may be required for necessary trainings. Normal office hours are 9am – 5pm, Monday through Friday. Some evening or weekend hours will be required.

To apply, submit your cover letter and resumé to theomegacdc@gmail.com with “Hope Zone Student Success Navigator” in the subject line. Applications close on March 15, 2023.

NON-DISCRIMINATION POLICY

Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.