



Uvalde Together Resiliency Center

2104 E. Main Street Uvalde, Texas 78801
(830) 900-7349

JOB TITLE: Navigator/Receptionist, Full-time position, grant-funded position

LOCATION: Uvalde Together Resiliency Center, Uvalde, Texas

CLOSING DATE: February 18, 2025

The Uvalde Together Resiliency Center is dedicated to providing comprehensive services to our community in response to the Robb Elementary School tragedy. Our team is committed to supporting individuals and families in accessing the resources they need to improve their overall well-being.

POSITION SUMMARY: The Community Resource Navigator will play a crucial role in supporting clients by connecting them with mental health providers and community resources. This position involves working closely with clients, families, and service providers to ensure that individuals receive the necessary support to address their mental health and related needs.

KEY RESPONSIBILITIES:

- Provide direct service to clients at the Uvalde Together Resiliency Center and assist in completing associated documentation for the clients and program
- Assess clients' needs and provide guidance on available community resources.
- Develop and maintain relationships with community organizations, service providers, and other stakeholders to facilitate resource referrals and collaborations.
- Maintain accurate and up-to-date records of client interactions and referrals.
- Work within a team to provide an array of referrals for adults and children in a person-centered, trauma-informed, individualized approach
- Conduct regular follow-ups with clients to monitor progress, address emerging needs, and provide ongoing support.
- Provide operational support to UTRC staff and participants as needed.
- Performs special assignments as directed by UTRC Director
- Participate and collaborate with other organizations in Uvalde County as directed by the UTRC Director, to offer services to help meet the mental health and overall wellness needs of the Uvalde County community.

EDUCATION:

Bachelor's Degree or higher preferred or a minimum of 4 years' experience working in the mental health field

Spanish speaker preferred

SKILLS:

Spanish speaker preferred

Knowledge of case management principles and organization

Expected to maintain the confidentiality of personal health information in compliance with HIPAA

Must display consistent ethical and professional behavior and demeanor

Must have good written and verbal communication skills

Must be able to interact well with the public and co-workers

Knowledge of MS Word, Excel, and other software, and the ability to operate common office equipment

Must have good decision-making and organizational skills

Must be able to work independently and as part of a team

Must pass a criminal background check and drug screening

Must have a valid Texas driver's license with a good driving record and individual vehicle insurance

The Uvalde Together Resiliency Center (UTRC) operates Tuesday-Friday 10AM- 6:00 PM, and Saturday 10:00 AM – 4:00 PM; work hours for this position will align with the UTRC hours of operation.

Uvalde County is an equal-opportunity employer. We are committed to creating an inclusive environment for all employees.

Please send your resume, county Job Application, and cover letter detailing your qualifications and experience to:

Joni Deorsam, Uvalde County Treasurer

Email: joni@uvaldecounty.com