

**Title:** Resource Navigator

**Location:** Richmond, VA & Virginia Beach

**Title of Immediate Supervisor:** Manager of Information and Resources

**Salary:**$35,000 to $45,000 annually

**Benefits** **Medical Insurance**

**Dental Insurance** – (fully covered using in-network provider)

**Retirement** – 401(K) Company pays 3% safe harbor and 4% profit sharing after vesting periods

**Short Term Disability** – (fully covered)

**Long Term Disability** – (fully covered)

**Life Insurance** – (fully covered)

**Professional Development** – Free internal opportunities and access to **$800/year** for external opportunities.

**Time Bank** – paid time off

**Paid Holidays**

**Description:**

As a Resource Navigator with CA, you will be helping individuals and families across Virginia find resources in their area. You will also seek out and connect with service providers so they can share our valuable, free service with their patients while also making sure we have accurate and up to date information about providers.

**Primary Function of Position:**

* Assist families to navigate the system of autism programs and benefits for which a family member may be eligible.
* Provide information and resources to the public
* Partner with the community to build partnerships for referrals
* Support to CA Human Services

**Experience:**

* Bachelor’s degree required in human services field
* Prior case management experience
* Prior experience with autism/disability – either personal or through working with individuals
* Strong organizational skills and attention to detail
* Understanding of resources available and the ability to assist clients to navigate those resources

**Required primary attributes:**

* Ability to absorb and disseminate detailed information and relate it to callers in terms that are understandable in a pleasant and helpful manner.
* Strong communication (i.e., verbal and written) and inter-personal skills.
* Ability to maintain confidentiality and intellectual property of the organization.
* Ability to problem solve
* Adaptable to changes in the work environment, manages competing demands and can deal with frequent change, delays or unexpected events.
* Strong organizational skills and attention to details
* Self-directed and able to meet deadlines.
* Dependable with good attendance
* Excellent Driving Record

**Physical Requirements:**

* Occasional traversing throughout assigned building(s)
* Often sitting or standing for extended periods
* Moderate lifting or moving up to 50 pounds
* Manual dexterity to use office equipment
* Some travel required for client and community meetings.

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