



**Administrative Office
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Catholic Charities of the Diocese of Santa Rosa, a non-profit and the largest human services provider in the North Bay, serves the most vulnerable regardless of their religious, social, or economic background. We challenge poverty, counsel immigrants, and care for our seniors by supporting the dignity and independence of all we serve. We support, educate, create opportunities, ensure the well-being of our staff, and engage community leaders in the betterment of those most in need.

JOB ANNOUNCEMENT: Service Navigator I, II, III

Position Summary

The Service Navigator is an agency wide position that provides specialized services to specific populations. Service Navigators enter with specific experience in certain skills or populations and complete within their initial review period trainings and certifications as required. Services include screening, assessments, sometimes focused on a specific region within the diocese. Target populations are identified and referred to navigators through outreach, walk-ins, as well as from internal programs and outside agencies and may require travel and/or over the phone to meet clients within an assigned area to provide services. The Service Navigator works with internal, network, and external partners, maintain professional relationships and communicate effectively through shared tools provided by the agency. This is full-time non-exempt position with a salary range of \$17- \$22/ hour, depending upon level.

Visit our website at www.srcharities.org/employment for additional information about this position and other exciting opportunities at Catholic Charities.

An application can be found at www.srcharities.org/employment

We look forward to receiving your completed application resume and cover letter.