

OAI JOB OPENING

Position Title:	Systems Navigator, OCS (Full time, Non-Exempt)
Department:	OAI Chicago Southland
Location:	208 Forest Blvd. Park Forest, IL
Flexible Hybrid:	work from home/Park Forest office/in community
Reports to:	Director, OCS
Oversees:	n/a
Salary:	\$45-52K per year

Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring, fun-loving ... OAI is a place that encourages innovative thinking and values flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives. We're a growing non-profit and we're looking for people to grow with us!

Who Are You?

You're a relationship builder, mentor, and networker. You love working with other people and making connections to help others thrive. You are committed to community growth and being part of that change. If this is you, we need you to join our team!

The Systems Navigator at our OAI Chicago Southland Office, expands OAI's presence with Chicago Southland industrial, TDL, healthcare, and other growth industry employers. The Systems Navigator is responsible for coordinating support services and barrier reduction funding to participants including childcare and other wrap around services to ensure success. The navigator will develop and document participant life plans in addition to working closely with career coaches and business account executives for retention and support activities

Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- BCBS medical and dental insurance
- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities
- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Weekly mental health time off
- Monthly Internet/phone reimbursement

- 401k Plan with match
- Excellent technology and IT support
- Employee Assistance Network

OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

How To Apply?

To apply, submit cover letter describing your interest and experience along with your resume to oaihr@oaiinc.org

Responsibilities:

- Provide overview of available support and case management services during foundation and orientation workshops.
- Complete needs assessment with clients prior to enrollment.
- Document needs assessment in Salesforce for enrolled participants and develops action plan to address client needs.
- Establish relationships with partner agencies and refer clients as appropriate.
- Register and manage childcare services for participants. Serve as OAI contact for childcare centers and service agencies.
- Maintain consistent contact with participants and enter detailed case notes for all interactions with participants including childcare, support services and follow up calls.
- Maintain a support services resource file of collaborating agencies for referral services such as childcare, housing, food, clothing, healthcare, financial, etc.
- Serve as the consistent support services contact person for participants as they progress through training, placement, and follow-up to address needs and barriers.
- Report on participants' support service activities.
- Assist with coordination of recruitment, training, placement and employment activities for OCS programs
- Assist in grant application research and writing, report completion and database updates as needed.
- Other duties as assigned.

Required Qualifications:

- Four-year undergraduate degree preferred; 2-3 years of experience in workforce development preferred.
- Community outreach, case management and employer relations experience strongly preferred.
- Proficient in MS Office Suites.
- Bilingual Spanish-English a plus
- Must have reliable automotive transportation for reimbursable local job-related travel.
- Motivated self-starter, socially conscious with ability to work with diverse populations and agencies.
- Excellent oral and written communication skills.
- Direct work experience or demonstrated awareness of skills required to work in varied industries and work environments.
- Ability to work with minimal supervision and to produce timely written reports.
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- Ability to work with minimal supervision and to produce timely written reports.

Equal Opportunity:

Diverse candidates are encouraged to apply.