



ChangeMakers
Resettlement Forum

Community Navigator

Job Description

Responsible to: General Manager

Background

ChangeMakers Resettlement Forum (CRF) is a rights-based, non-government organisation. Our vision is New Zealanders from a refugee background participating fully in Aotearoa New Zealand life. We work towards that vision through community development, research, and advocacy.

Purpose of the Position

The Community Navigator is responsible for building strong connections between CRF and community members from refugee backgrounds, with a particular focus on women. This will enable facilitation of capacity building initiatives to enable full participation in Aotearoa New Zealand life and provide social work support where needed. This will be achieved by the Community Development Navigator working within their areas of responsibility.

Areas of Responsibility:

1. **Community Connection:** Maintaining and building strong links to people of refugee-background across all communities, on individual, family, and community group levels as necessary, with a particular focus on women.
2. **Social Work:** Carry out social work duties where required and keep and maintain records of such as appropriate. Liaise with the other CRF social worker to support each other and discuss options.
3. **Navigation and Programme Development:** Working with community members to identify aspirations and challenges and respond through working in partnership with communities to navigate / develop long term solutions. Work with appropriate team members to facilitate programmes as needed.
4. **Refugee Settlement Sector Knowledge and Connection:** Building and maintaining high levels of connection with sector stakeholders and service providers, enabling navigation and collaboration where appropriate to facilitate the best possible outcomes for our community members.
5. **Promotion:** of CRF as the umbrella organisation in RB Settlement, and sharing of our programmes, activities, events. This includes sharing successes.
6. **Advocacy:** Day to day advocacy, as it arises, in conjunction with the team advocate and GM.

7. Reporting: Completing relevant reports as required and in a timely manner.
Monthly Reporting Forms
Evaluation of programmes/activities
7. General: Any other reasonable tasks requested by the General Manager.
8. Health, Safety and Wellbeing: Following all health, safety, and wellbeing practices and participating in required practice drills. Reporting incidents as per CRF policy. Participate in supervision monthly.
9. Professional Safety and Development: Participate in regular supervision. Participate in professional development as required and discussed through Yearly performance appraisals, to ensure best practice in this role.

Functional Relationships

Internal

- General Manager
- Office Coordinators
- Community Connector -Youth and Family
- Community Connector – Employment
- Community Navigator – Male Focus
- Finance Officer
- Driving Programme Coordinators
- Interns

External

- Board
- Private and Public Funders
- Refugee Service Providers
- Refugee background community organisations and individuals
- Volunteers

Desirable Experience and Key Attributes

- Bachelor's degree or equivalent experience in social work preferred. Will consider social sciences, community development, or adult education.
- Minimum two years' experience working in a community development capacity with marginalised communities preferred.
- High levels of cross-cultural competency
- Strong relationship building skills across diverse communities and comfortable working amongst diverse communities.

- An understanding of the key settlement issues affecting refugee background communities in Aotearoa New Zealand.
- To be able to empathise and identify with the needs of refugee background community members.
- Strong organisational/administrative and team skills and an ability to function well under pressure.
- Strong multitasking capacity, proactivity, and the ability to be flexible.
- Proficiency in Microsoft Office Suite/
- Good levels of written communication skills.
- Flexibility to work evenings and weekends regularly.
- Must have a valid driver's license and access to a reliable vehicle.
- Clear Police and MOJ vetting is a necessity for this role.

We encourage people of refugee background to apply.