

# REPOWERED

Fair chances for people, planet, and technology.

## POSITION DESCRIPTION

*Repowered, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling and refurbishing electronics at two Twin Cities locations.*

**TITLE:** Work/Life Navigator

**REPORTS TO:** Director of Work Readiness

**LOCATION:** Repowered HQ, 860 Vandalia Street, Saint Paul, MN 55114

### **SUMMARY:**

The Work/Life Navigator is integral to fulfilling our mission of supporting individuals facing barriers to employment to expand their economic futures. The Navigator works closely with the 25-30 employees in our 18-month Work Readiness program to: assess immediate and ongoing needs for support; coordinate and develop services for Work Readiness employees through internal programs and with external community partners; and build the professional skills of Work Readiness employees through training and performance management. The Navigator works within a Work Readiness program team, which includes managerial and administrative support and close contact with Repowered's human resources and finance team.

### **ESSENTIAL ACCOUNTABILITIES:**

#### Work Readiness Employee Support

- Cultivate relationship of mutual trust and respect with the workers in our Work Readiness program, which primarily employs people leaving incarceration or recovering from substance addiction
- Meet regularly with each WR employee to assess their need for support towards attaining personal goals, including:
  - Stable housing
  - Transportation
  - Secure food, clothing, toiletries, furniture, and other necessities
  - Access to physical and mental health resources
  - Connection to financial and legal resources
  - Ongoing education and job training
- Connect WR employees to resources
  - Maintain an active list of external services and contacts for WR employees and facilitate employees accessing those services where needed
  - Promote existing relationships Repowered has with community partners that provide services to WR employees and employment opportunities after completion of the program
  - Cultivate new community partnerships that benefit the WR program
- Oversee collection and reporting of data about service usage

#### Professional Development

- Coordinate and oversee Work Readiness hiring and onboarding process
  - Work with department supervisors to plan hiring new WR employees, including needed skill sets and timelines for start dates
  - Screen candidate applications and conduct interviews of WR candidates
  - Coordinate with HR to extend offers and get necessary pre-employment documentation
  - Lead two-week Work/Life orientation for all new WR employees
  - Oversee administration of all WR employee and application files in a centralized system

- Adhere to privacy and other legal and ethical expectations with sensitive information
- Develop a professional growth plan with each Work Readiness employee and document progress
  - Provide personal and professional development advice and resources to WR employees
  - Ensure WR employee rewards are distributed at program-specified points
  - Plan company celebrations of WR employee milestones
  - Oversee recording of all required participant data in the case management system
  - Coordinate and track WR employee certifications through North Star Digital Literacy modules
  - Support resume and LinkedIn profile creation when trainees are preparing for a transition to their next opportunity
  - Conduct exit and follow-up interviews with employees who have resigned or been terminated
- Lead workplace training and development programming for all WR employees
  - Run weekly training session to develop work and life skills for WR employees
  - Collaborate with HR and EHS to develop training content on Repowered policies, procedures, and safety measures
  - Advance equity and inclusion efforts, including preparing WR employees to step into more responsibility
  - Acquire supplies and equipment needed for training efforts
- Facilitate WR employee communication with leads and managers
  - Coordinate regular 1:1 performance review meetings with WR employees
  - Complete competency framework and performance reviews with leads and supervisors
  - Support disciplinary actions and escalation process guidance
  - Communicate changes in job duties, title, and pay to HR

#### **OUTCOMES OF THIS POSITION:**

- A work environment that promotes personal growth and well-being for all Work Readiness employees
- Improved Work Readiness employee attendance, retention, and graduation rates

#### **PREFERRED EXPERIENCE:**

- Lived experience and expertise in the challenges of re-entering employment and community after incarceration and/or a recovery program
- Extensive knowledge of government and organizational services in the Twin Cities Metro Area

#### **RECOMMENDED QUALIFICATIONS AND EXPERIENCE:**

- Experience working with and welcoming colleagues with diverse backgrounds
- Commitment to advancing diversity, equity, inclusion, and anti-racism at Repowered
- Excellent communication, interpersonal, organizational, and leadership skills
- Demonstrated understanding of building relationships with employees and community partners
- Experience working with Google Suite
- Support of and ability to reflect the values of Repowered: Hope, Empathy, Growth Mindset, Interconnectedness, Safety, Stewardship, and Commitment

#### **Additional Position Information:**

- *Pay Range:* \$20 - \$22/hr
- *Benefits:* Full benefits package available after 60 days of employment including group health plan, employer HSA contribution, STD, LTD, and a retirement match. We also offer 15 days of PTO per year, paid holidays, free mental health counseling, and company apparel!
- *Vaccination Requirement:* You must be fully vaccinated **prior** to your start date.
- *Classification:* Non-exempt, according to FLSA guidelines.
- *Physical Requirements:* The office environment includes regular standing, walking, and sitting at a desk, use of a PC, and occasional lifting of approximately 20 pounds.
- *Work Schedule:* This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m. This

position is not eligible for fully remote work.

*This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.*

*Repowered provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*Repowered is committed to valuing diverse experiences, including those of formerly incarcerated individuals, and individuals with arrest or conviction records. Fair Chance employment creates a better and more inclusive workplace for all of our employees, not just those with prior contact with the criminal legal system.*

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