

Title: Navigator
Salary: Based on Experience
Education: Bachelor's Degree Required
Location: Atlanta, GA
Type: Full-Time



Description:

The Georgia Asylum & Immigration Network (GAIN), a nonprofit organization with a mission of providing free immigration legal services to victims of crime and persecution, is seeking a full-time Navigator to provide holistic client services to asylum seekers and immigrant victims of human trafficking, domestic violence and sexual assault.

Responsibilities:

- Assist GAIN clients in navigating the immigration legal system by conducting intakes, screening for eligibility, identifying social service needs, and providing appropriate referrals to community organizations;
- Provide support to GAIN legal staff, including assistance with written/verbal client communications, document collection, scheduling, translation and interpretation, and other administrative needs;
- Facilitate legal and social service referrals between clients and partner organizations;
- Engage in community outreach through presentations to legal and social service organizations, community stakeholders, schools, and board members to help build a network for providing assistance to victims of crime and persecution in the State of Georgia;
- Maintain ongoing advocacy and communication with clients, document all communications into case management database, and provide regular case status updates to GAIN legal staff;
- Provide crisis intervention, information & referral navigation, facilitation of financial assistance, social service referrals, and general case management activities as indicated by client need;
- Assist eligible clients by preparing applications for financial assistance and Crime Victims Compensation including verifying and documenting eligibility, submitting application for approval, and follow up to ensure receipt of funds;
- Conduct periodic client surveys and assist with other reporting requirements for grant compliance;
- Other duties as assigned.

Qualifications:

- Adaptability and possession of strong interpersonal skills with the ability to work with people from diverse backgrounds and cultures;
- Demonstrated comfort level working with highly sensitive and confidential information;
- Demonstrated sensitivity to and knowledge of how best practices for working with diverse populations, including: asylum seekers and survivors of human trafficking, domestic violence, sexual assault, stalking or other trauma;
- **Fluency in Spanish (written/spoken) is mandatory.**