



Title: Navigator
Salary: \$45,000-50,000
Education: Bachelor's Degree Required
Location: Atlanta, GA
Type: Full-Time/Non-exempt

Description:

The Georgia Asylum & Immigration Network (GAIN), a nonprofit organization with a mission of *protecting and empowering immigrant survivors of crime and persecution*, is seeking a full-time Navigator to support our work on behalf of asylum seekers and immigrant victims of human trafficking, domestic violence and sexual assault.

Responsibilities include:

- Serve as the first point of contact for all GAIN clients, conducting intakes, screening for eligibility, and making referrals to GAIN's legal programs and other legal nonprofit organizations and practitioners in the community;
- Maintain ongoing communication with clients and their legal teams to provide continuity of care; providing general case management (as indicated by client need) and assisting with language needs, document collection, client follow-up, and referrals for medical and mental health evaluations;
- Assess social service needs of GAIN clients and facilitate referrals to partner organizations for housing assistance, protective orders, family law support, ongoing medical/mental health care, and other wraparound services;
- 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 outreach to partnering agencies, community organizations, shelters, and others to help build a network for providing assistance to vulnerable immigrants in Georgia;
- Provide client accompaniment to interviews and hearings before U.S. immigration officials (as needed);
- Represent GAIN at coalition meetings with community partners;
- Conduct client surveys and assist with other compliance and reporting requirements;
- Data entry into GAIN's Salesforce-based case management software;
- Other duties as assigned.

Additional Qualifications:

- Adaptability and possession of strong interpersonal skills with the ability to work with people from diverse backgrounds and cultures;
- Demonstrated ability to work with highly sensitive and confidential information;
- Knowledge of best practices for working with vulnerable populations, including: asylum seekers and survivors of human trafficking, domestic violence, sexual assault, stalking and other crimes;
- Strong work ethic and the ability to manage and prioritize multiple projects simultaneously;
- Reliable transportation and ability to travel within GAIN's service area;
- **Fluency in a second language (written/spoken) is mandatory.**

For more information about GAIN, please visit us at www.georgiaasylum.org

GAIN is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural, and LGBTQIA+ individuals. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.