

Appendix A: Learning for Life MSW Navigators

Job Description

Navigators serve a key component of the support provided to students through L4L. All L4L Navigators are expected to maintain a professional representation of the project's mission to all off campus and on campus offices, as well as and most especially with, students served.

The following activities are expected of all student navigators who are a part of L4L:

Make referral to appropriate services on and off campus; work with on-campus support offices to provide services to students as appropriate; ensure student completes data forms

Outreach to students for participation in the project

Provide interested students with an orientation to the project, explaining policies and services to be provided and project expectations for student participation

Support a caseload of approximately 15-25 scholars

With assistance from L4L staff, make plans with students to utilize strengths to address barriers to educational achievement; develop intervention plan with students and review progress towards objectives

With assistance from L4L staff, provide support and follow-up on an as needed basis; communication with students should be consistent (weekly) and utilizing a variety of methods (email, phone call, in-person, etc.) If scholar cannot meet in-person, a phone call is suggested to get a personal connection with the scholar.

All required data and record keeping is kept up to date for all scholars on their caseload, including progress notes, contact sheets, intake questionnaire, etc.

Weekly contact sheets must be handed in with time sheets to be paid. Navigators are not to go over their 16-hours/week schedules. Navigator is paid for 10 hours/week

Time sheets are to have hours totaled and must be handed in to L4L staff by 5pm on the Monday after the pay period ends; otherwise students will not be paid and their position in the project will be jeopardized.

Attend and participate in clinical supervision, group meetings, trainings and community lunches. The Lunches are a way to connect further with scholars. If unable to attend, must confirm with L4L staff. Navigator is responsible for missed material

Mandatory campus tour of the different entities on campus that provide resources and support to RIC students

If special projects arise, participate in these projects with oversight from L4L staff

Navigators must be available during posted office hours, and alert L4L staff of any changes to the schedule.

Attend and participate in clinical supervision, group meetings, trainings and community lunches. The Lunches are a way to connect further with scholars. Trainings are mandatory

Communicate with L4L and staff Social Work Faculty Liaison as issues arise