



Job title	Peer Navigator Fellow
Reports to	Assigned Supervisor
FLSA Code	Fellowship
Created/Revised	February 7, 2024

About Nation Outside

Nation Outside (NO) is a statewide organization in Michigan whose mission is to drive policy and practice reforms that build transformative systems of support for justice-impacted families and communities. We work with our directly impacted peers and communities to empower them with knowledge of the political and legislative processes and inspire them to civic engagement through voting, advocacy, and leadership.

Program Overview:

Our Trauma-Informed Peer-Led Reentry Program is dedicated to empowering individuals transitioning from incarceration back into the community. We recognize the pervasive impact of trauma and the importance of lived experiences, empathy, and support in the reentry process. The program's goal is to provide a safe, understanding, and transformative environment where participants can heal, grow, and rebuild their lives.

Position Overview:

As a Peer Navigator, you will collaborate with program participants to identify, access, and secure a range of health, social, and community services. In addition to this, your role will involve enrolling and offering fundamental workforce development support to program participants. The core responsibility of a Navigator is to coordinate services based on the needs of our clients, placing trauma-informed participant-centered service delivery at the forefront. This position will also encompass the facilitation of workshops for small groups, interaction with individuals with justice involvement, and providing personalized services to minimize obstacles to employment, recovery, and financial self-reliance. You will work closely with the Program Manager to deliver services to participants and support program initiatives.

Responsibilities:

- **Leverage Personal Experience:** Use your own lived experiences with incarceration and/or substance use recovery to build rapport and establish relationships with the individuals you serve.

Nation Outside is an equal-opportunity employer committed to diversity and inclusion. We encourage individuals who have been directly impacted by the criminal legal system to apply.



- Offer Insight: Provide insights into living with a substance use disorder and share experiences related to incarceration, homelessness, etc. Share relevant support resources to assist program affiliates and partners in identifying program-specific services and connections conducive to recovery and workforce engagement.
- Eligibility Assessment: Determine customer eligibility for various workforce development programs and assist customers in navigating to appropriate programs, agencies, and resources that promote participant economic self-sufficiency and recovery.
- Barriers Removal: Assess customer needs in collaboration with the customer, obtain authorization, and facilitate supportive services to remove barriers that might hinder successful program completion.
- Employment Services: Deliver pre-employment and employment services to participants, including those with justice involvement.
- Data Management: As required, monitor and document participant data in designated case files and information management systems.
- Facilitate Group Activities: Lead group processes, including testing, workshops, orientations, and job clubs.
- Collaborate with stakeholders: Engage with contractors, external partners, and community organizations to effectively align and coordinate services and resources.
- Build Relationships: Maintain strong working relationships with external organizations, such as county jails, community courts, and community-based service agencies, among others.
- Participation: Attend relevant team meetings and community events.
- Flexibility: Assume caseload responsibilities when necessary to cover absences or staff shortages.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to adapt to the needs of the organization and clients.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite, Google Suite, or related software.

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**Education and Experience:**

- Candidates must be formerly incarcerated
- Candidates must be able to participate in a two-week training course and pass the post-training assessments.
- Candidates must be off MDOC Supervision (*Some exceptions may apply*)
- Candidates must possess a High school diploma or equivalent (GED).
- Candidates must have reliable transportation.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Working Conditions:

- You will be expected to work indoors and outdoors throughout the year and in all weather conditions as needed.
- Must be willing to work in-office and remotely. There will be travel required within the workforce delivery area boundaries.
- The position may also involve working outside of standard 9 am-5 pm business hours.