



COMMUNITY PEER NAVIGATOR | JOB DESCRIPTION

Organization: Giving Others Dreams (G.O.D.) **Location:** South Chicago, Illinois
Program: CEJA Returning Residents Clean Jobs Program **Position Type:** Full-Time

Position Summary

The Community Peer Navigator supports individuals transitioning from incarceration through participant outreach, reentry navigation, individualized support, and workforce development services. The Navigator helps participants address barriers, connect with clean energy training and employment opportunities, and work toward long-term stability.

Essential Duties and Responsibilities

Participant Outreach and Engagement

- Recruit, orient, enroll, and engage eligible returning residents using trauma-informed, culturally responsive approaches.
- Travel to **Decatur Correctional Center in Decatur, Illinois** for scheduled facility visits, participant engagement, recruitment, and pre-release planning, subject to facility authorization.
- Coordinate with correctional facility staff, community partners, and workforce providers to support successful transitions.

Case Management and Reentry Support

- Conduct intake interviews, needs assessments, and individualized reentry and service plans.
- Identify barriers involving housing, transportation, identification, education, employment, and other needs; coordinate referrals and follow-up.
- Monitor participant engagement, progress, and service plan goals.

Workforce Development and Clean Energy Career Navigation

- Explain clean energy training and career pathways; assist with training enrollment and workforce readiness.
- Support resumes, interview preparation, job searches, training milestones, credential attainment, employment placement, and retention tracking.

Peer Support and Documentation

- Provide mentorship, encouragement, advocacy, and guidance that support self-sufficiency and positive decisions.
- Maintain confidential case notes, intake forms, referrals, attendance, and participant records in designated systems.
- Submit weekly and monthly activity reports and attend required meetings, trainings, and evaluations.

Minimum Qualifications

- **High school diploma or GED required.**
- **Valid driver's license required.**
- Three (3) years of relevant experience in case management, outreach, peer navigation, workforce development, or reentry services preferred.
- Experience serving justice-impacted individuals or underserved communities; knowledge of reentry resources and workforce barriers.
- Strong communication, organizational, documentation, confidentiality, and basic computer skills.
- Willingness and ability to travel to Decatur Correctional Center and meet applicable identification, security, and facility clearance requirements.

Preferred Qualifications

- Lived experience with the justice system or reentry challenges; peer support or mentoring experience.
- Familiarity with Illinois workforce development, clean energy careers, trauma-informed care, and grant-funded programs.

Expected Deliverables and Outcomes

- Document outreach, enrollment, Decatur facility visits, pre-release plans, participant check-ins, referrals, and individualized service plans.
- Track clean energy training participation, credentials, employment placements, retention, and required program reports.
- Support increased participant engagement, successful reentry transitions, access to supportive services, and employment readiness.

How to Apply

Submit your updated resume to **celiac@givingothersdreams.info**. Use **Community Peer Navigator** as the email subject line and include your contact information in your application. Qualified candidates may be contacted regarding next steps.