



## **Position Opening**

Catholic Charities – Diocese of Toledo

## **Crisis Navigator**

Helping Hands of St. Louis, Toledo, Ohio Office

443 6th St, Toledo, OH 43605

**Catholic Charities – Diocese of Toledo** is seeking a full-time **Crisis Navigator** at Helping Hands of St. Louis in Toledo, Ohio.

### **Primary responsibilities include:**

The Crisis Navigator provides caring listening and customer-friendly service, in a positive environment. Based on client crisis needs, it offers information and local referral services to individuals and families.

### **Essential Responsibilities:**

- Offers information and local referral services, to assist matching client needs with the appropriate community resources.
- Assist clients with developing an individual budget and short-term action plan that helps them work toward stability. Follows up with clients to gauge progress with action plans and provide further help and encouragement.
- Assists in providing and facilitating life skills workshops for clients.
- Develops and maintain community relationships and collaborations, to support our crisis navigation efforts.
- Responsible for supporting guests in filling out SNAP applications and following up with the SNAP process and procedure.
- Responsible for providing rental assistance if rental assistance funds are available and following the funding and reporting guidelines.

### **Candidates for the position must possess:**

- Bachelor's degree in social work or related field preferred.
- At least 1 year of relevant work experience in a social services environment is desirable.
- Proficiency with Microsoft Excel and Word.
- A sincere commitment to the mission of Catholic Charities and the drive to put it into action.

Qualified candidates please submit cover letter, resume, and salary expectations to:  
[humanresources@toledodiocese.org](mailto:humanresources@toledodiocese.org)