



Safe Passage Navigator Position Description

Job Summary

Safe Passage is a collaborative outreach program that helps youth get to school safely and on time. A Safe Passage Navigator identifies, engages, and builds trusting relationships with vulnerable youth and their support system while working with local resources to remove barriers and create opportunities for safe and consistent pathways to and from school in support of educational and personal success.

Job Responsibilities

- Work collaboratively with community partners to identify youth and families who need support in getting safely and consistently to and from school.
- Build trusting relationships with youth and their caregivers while identifying barriers that threaten safe and consistent movement to and from school grounds.
- Reduce barriers youth and families encounter that prevent safe and consistent attendance at school and after school programs.
- Maintain positive relationships with youth and provide focused mentorship to identified at-risk youth.
- Monitor and enhance safety at key entry and exit points along school zones to allow safe passage.
- Maintain effective communication with school representatives and youth service providers.
- Develop and maintain a strong awareness of youth service providers, afterschool programs, and community resources to connect youth and families with support.
- Maintain consistent reporting of Safe Passage activities.
- Representing the Journey On team at community events.

Required Skills

- Ability to work flexible hours.
- Friendly, enthusiastic, and positive attitude.
- Enjoys working with young people on a collaborative level.
- Comfortable meeting with families and youth in various settings.
- Ability to be punctual, organized, and accountable, as well as maintaining consistent follow through.
- Embody non-judgmental, non-coercive provision of services and resources.
- Maintain personal and professional integrity and handles confidential information with discretion.



- Display appropriate, professional, and healthy boundaries to maintain productive working relationships.
- Maintain strong understanding of safety concerns facing youth and their care givers.
- Work effectively within a team and successfully motivate others.
- Basic understanding of mental health, physical health, and substance abuse issues and their symptoms.
- Ability to problem-solve and make decisions in chaotic and/or stressful situations.
- Recognize and advance opportunities to enhance community relations.
- Detail-orientated with the ability to multi-task and manage multiple projects at a time.
- Ability to express ideas clearly and concisely both orally and in writing.

Required Qualifications

- High School Diploma or GED equivalent.
- Pass pre-employment drug screening.
- Must be able to pass a background check involving crimes against children and domestic violence.

Hiring Preferences

- 1+ years of experience working with youth or social service provision.
- Driver license, clean driving record, auto insurance, and access to a personal vehicle.

Physical Demands & Environmental Conditions

An employee must meet the physical demands described here to perform essential functions of the job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

- This job will usually be performed outside of an office setting.
- This unique position requires team members to walk long distances on rugged terrain in all weather conditions.
- Frequent standing for long periods of time.

Schedule & Compensation

This position is 30 hours or more per week and is considered full-time. The program operates from before school starts until after school programs end Monday through Friday. Shifts vary by day, location, and function.



Compensation begins at \$15.90/hour. After 60 days of completing the probationary period successfully, compensation will increase to \$17.49/hour. Both paid time off and overtime pay are offered.

How to Apply

Complete job application available on Journey On website at <https://journeyon-rapidcity.org/job-opportunities/>. Submit application as noted on application.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the organization's ongoing needs.