



Uvalde Together Resiliency Center

2104 E. Main Street Uvalde, Texas 78801

(830) 900-7349

JOB TITLE: Navigator/Receptionist, Full-time position, grant-funded position

LOCATION: Uvalde Together Resiliency Center, Uvalde, Texas

CLOSING DATE: May 4, 2024

JOB QUALIFICATIONS:

- Bachelor's Degree preferred or a minimum of 4 years experience working in the mental health field
- Spanish speaker preferred
- Knowledge of case management principles and organization
- Expected to maintain the confidentiality of personal health information in compliance with HIPAA
- Must display consistent ethical and professional behavior and demeanor
- Must have good written and verbal communication skills
- Must be able to interact well with the public and co-workers
- Must have strong problem-solving skills
- Knowledge of MS Word and other office software, and the ability to operate common office equipment
- Must have strong time management skills and be able to work on multiple tasks at once
- Must have good decision-making and organizational skills
- Must be able to work independently
- Must pass a criminal background check and drug screening
- Must have a valid Texas driver's license with a good driving record and individual vehicle insurance

JOB DUTIES:

- Provide direct service to clients at the Uvalde Together Resiliency Center and assist in completing associated documentation for the clients and program
- Works within a team to provide an array of referrals for adults and children in a person-centered, trauma-informed, individualized approach
- Assists in tracking and completing intakes and referrals for all participating organizations within the UTRC
- Assist in scheduling appointments and general office tasks as required
- Provide operational support to UTRC staff and participants as needed.
- Performs special assignments as directed by UTRC management
- Assists with maintaining clean and clutter-free work paces for all staff at UTRC
- Work with UTRC staff and management to schedule and organize events for the Uvalde community in furtherance of the mission of the UTRC to include, but not limited to, the long-term mental health needs of Uvalde County
- Participate and collaborate, as directed by the UTRC management, with other organizations in Uvalde County to offer services to help meet the mental health needs of the Uvalde County community.

Uvalde County is an equal opportunity employer, dedicated to fostering a diverse and inclusive workplace for all individuals.

Please send resume and County Job Application to:

Joni Deorsam, Uvalde County Treasurer

Email: joni@uvaldecountry.com