



Resource Navigator

KVCAP is seeking a full time Resource Navigator in the Energy and Housing department in our Waterville office. The Resource Navigator will work with individuals and families in their homes referred through other KVCAP programs with a goal to increase individual and/or family stability, including increasing financial security. Duties will include performing intake and assessment duties, assisting with applications for a variety of subsidized benefit programs, developing goal plans with program participants, and connecting them to a wide variety of health, housing, employment and social services to overcome barriers and to achieve their goals. This position also provides information and education to participants, including navigating the health and social services provider network, effectively utilizing health insurance, developing/maintaining a budget, etc.

Requirements include an Associate's degree and at least three years' experience working in social services, and/or a related field; valid driver's license and use of a vehicle insured to state of Maine requirements to travel within Kennebec and Somerset counties, strong communication, organizational and computer skills; ability to pass DHHS, DMV, SBI, Fraud and Sex Offender Registry background checks. Proof of COVID 19 vaccination also required.

Starting wage is commensurate with experience. KVCAP benefits include 12 paid holidays, bi-weekly accrual of Paid Time Off, participation in an employer sponsored retirement plan, choices of health, life, dental, vision and disability insurance options. Applications will be accepted until a suitable candidate is found. Interested applicants should submit a resume with cover letter to:

Human Resources
Kennebec Valley Community Action Program
101 Water St.
Waterville, ME 04901

E-mail: roakes@kvcap.org

Equal Opportunity Employer