



AGENDA

DDA BOARD OF DIRECTORS MEETING

Meeting

8:30 AM - Tuesday, June 14, 2022

Back Office Studio - 13 N Washington Ypsilanti, MI 48197

	Page
1. CALL TO ORDER	
2. ROLL CALL	
YLONDIA PORTIS P A	
JEN EASTRIDGE P A	
BRYAN FOLEY P A	
MICHELLE BIRAWER P A	
3. AGENDA APPROVAL	
4. APPROVAL OF MINUTES	
4.1. 5-17-21 Ad Hoc Minutes	3 - 7
5. PUBLIC COMMENT (3 MINUTES EACH)	
6. NEW BUSINESS	
6.1. Equity Needs Assessment	
6.2. \$50,000 Revolving Loan Fund	9 - 13
YDDA PROMISSORY NOTE REVOLVING LOAN FUND	
PERSONAL GUARANTEE Revolving Loan Draft	
6.3. Hello Neighbor Proposal	15 - 22
Hello Neighbor Proposal	
7. PROPOSED BUSINESS	
8. AUDIENCE PARTICIPATION	
9. ADJOURNMENT	



MINUTES
AD HOC COMMITTEE FOR EQUITABLE INVESTMENT MEETING
8:30 AM - Tuesday, May 17, 2022
Back Office Studio -13 N. Washington / Virtual Hybrid

1. CALL TO ORDER (8:37am)

2. ROLL CALL

JEN EASTRIDGE	P
YLONDIA PORTIS (C)	P
BRYAN FOLEY	P
MICHELLE BIRAWER	P

3. AGENDA APPROVAL

Bryan Foley motioned to approve the agenda. Michelle Birawer supported the motion. Motion Carried - unanimous.

4. Approval of the minutes:

Michelle Birawer motioned to approve the April 19, 2022 minutes and Jen Eastridge supported the motion. Motion passed- unanimous.

5. PUBLIC COMMENT (3 MINUTES EACH) -none

6. NEW BUSINESS

6.1. Reimagining Economic Opportunity in Washtenaw County

Key Takeaways from Washtenaw County Report

- *Build awareness of programs, funding, and support that is available to entrepreneurs. Part of burning barriers to access is increasing visibility, especially to those who may not be in our direct line of sight.*
- *Continue building the pipeline. Expand access and offerings to more entrepreneurs and companies at various stages of development.*
- *Empower, don't execute. To truly be a hub of entrepreneurship, the County must remain focused on empowering the ecosystem as a whole. Identify gaps, pilot programs, then spin them off to capable, passionate people or organizations that want to run with them. The more you keep in-house, the less room we have for new, strategic ideas.*
- *Don't underestimate black women. Or young people. Or immigrants. Or veterans. To grow the economy, we have to include and reflect all of Washtenaw County. To that end, inclusion and diversity aren't just benchmarks or talking points, they're guiding principles built in to the core of the organization. Not only does this intentionality provide a vital point of view, but it also enables you to better co-create solutions and programs with the populations we seek to serve.*

Bryan Foley added that black men should not be excluded from this conversation. Ylondia Portis described the reason for this language. She suggested that before we change anything about this bullet point, we should take a closer look.

- *Let no one be alone. Entrepreneurship is a lonely game. It takes a village to lift entrepreneurs up, launch their dreams, and keep their concepts alive as they pivot and grow. Together, in spirit and in effort, move toward a shared vision of a more vibrant Washtenaw County with them.*
- *Keep entrepreneurs at the center. Enlist the talents and perspectives of entrepreneurs. Develop learning communities, create programs that serve actual needs, not perceived ones. Share successes and, more importantly, failures. Focus on accountability to the community is essential and what will attract the attention of funders. Focus on generating positive outcomes, instead of assuming results have been achieved.*
- *Build community power through entrepreneurship. Many communities are disproportionately invested into nonprofit efforts. Many millions of charitable dollars go to support vulnerable populations and programs that support those suffering from the symptoms of poverty. Well-planned, targeted and strategic investments in entrepreneurs of color will grow the local economy and expand economic participation by building individual, family and community wealth, and creating independence and agency for our neighbors.*
- *Be a resource for employees, too. One huge, positive outcome of a vibrant entrepreneurial ecosystem is the creation of new, well-paying jobs. An additional goal is improving the way we communicate these available opportunities, and even the types of jobs one can expect, when working with startups.*
- *Increase understanding of the barriers Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs and visionaries face to building flourishing, vibrant enterprises in Washtenaw County;*
- *Strengthen network connectedness among existing Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs to build a community of learning and support as they co-create solutions, together;*
- *Increase understanding of what the County and its partners can do to retain, support and grow Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs and businesses;*
- *Identify specific programs or services needed, who is trusted to deliver them, and/or is something new that might be needed to support Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs and visionaries in Washtenaw County;*
- *Gather insights and information that informs the goals the County should take in a 1, 3, 5-year time frame (recognizing that there may be very specific needs in response to COVID-19 and that this work is intended to catalyze longer term efforts) Smith cautioned that Community Development Investment Funds (CDFI), though intended to offer alternative financing options, are often run by bankers who make the decisions - "and that creates a problem because then they are no different than banks who are often risk averse". She notes that procurement managers who have long-existing relationships with businesses often contribute to the same people getting resources. Other considerations/advice from Smith include:*
 - *Look to investments and grants, not only loans*
 - *Bootstrapping doesn't work and impedes scaling*
 - *Seek capital and contracts that provide enough to maintain and grown W2 employees*
 - *More black/Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs and leaders are needed in design process and community*
 - *More venture capitalists and BIPOC organized groups are needed to catalyze Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs' growth.*

The committee discussed language used in the point above. The committee agreed that there should be changes to the language if the DDA was to adopt the document.

- *Lack of awareness of local programs, grants and financing opportunities;*
- *Weak relationships to technical assistance providers;*
- *Low/no representation of Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color as technical assistance providers;*
- *Language barriers for non-English speaking entrepreneurs;*
- *Concerns over debt impact of loans on businesses and families;*
- *Negative views of certain areas of the community leading to less desire to access businesses in those areas;*
- *Difficulty identifying commercial real estate due to high rents;*
- *A sense that there is a focus on investment in some types of businesses and not others. The Steering Committee members identified additional barriers that may have impacted them personally, or their employees and aspiring entrepreneurs:*
- *Affordable housing and accessible public transportation throughout the community. Both were noted as key challenges for new entrepreneurs who need these stabilities before starting their businesses;*

Michelle Birawer asked to add pedestrian friendly design into any document the DDA produces.

- *Affordable quality childcare -quality childcare is a prerequisite for those who commit to starting or growing a business. The lack of affordable, quality childcare compounds the challenges women and caregivers face to starting and growing businesses.*

RECOMMENDATIONS

These recommendations flow from our Steering Committees' vision, the insights from national research, and the practical lessons we learned from other regions, as well as best practices in anti-racism and a good old dose of common sense. If 2020 taught us nothing else, it's that the status quo cannot persist.

Washtenaw County has the potential to live into the bold vision our entrepreneurs cast if we are both courageous and action oriented. This work will not be easy, but it is necessary and essential to ensuring that every citizen has the ability to live and grow their dreams, and to thrive.

These recommendations are designed to shape the County's Economic Opportunity Framework as major shifts happening in economic development focus on inclusivity as a primary driver of sustainable and holistic development. One of the most repeated comments we heard was simply to start. What follows are the recommendations from the Consultant, informed by the project Vision to develop a 3-year strategy that includes measurable outcomes such as:

1. *Build Power through Network Access & Accountability*
 - *Continue the relationship with the Steering Committee. Invest in a long-term and ongoing participatory and inclusive process with them as you develop the Strategic Framework;*
 - *Invest in Entrepreneurial Learning Communities. Consider partnering with the Association of Businesses*

of Color or other providers led by or explicitly serving Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color;

- *Identify accountability partners to OCED and the County that can aid in ensuring the work is carried forward and has measurable outcomes; communicate plan progress openly with the community including challenges, opportunities, and results as the plan evolves and is implemented. This should include continuous feedback and adaptation of the plan and approach;*
- *Identify and map current Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color businesses to understand the current landscape;*
- *Leverage map to inform a growth strategy that is tied community needs, types/stages of businesses and geographic gaps;*
- *Visually map the current entrepreneurial ecosystem, including business service providers, to surface gaps and opportunities for culturally relevant, trusted guidance and connections that nurture Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs;*
- *Reject the tenets of Capitalism by encouraging the growth of values-based businesses and unique ownership models, approaches such as those modeled by Bottle & Backpacks, Zingerman’s, Cultivate, Go Ice Cream, Black Stone Bookstore & Cultural Center and Back Office Studios.*

2. Invest Capital and Identify Funding Sources in Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color Entrepreneurs

- *Publicly commit to growing the number of Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs with an explicit 2025 goal;*
- *Increase access to capital through federal and local funding sources and partnerships;*
- *Identify and establish a meaningful Fund that brings significant resources to invest in Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs, small businesses and the broader entrepreneurial ecosystem in Washtenaw County;*
- *For short term gains (quick ‘wins’), focus on existing enterprises with a longer-term strategy to grow new and earlier stage entrepreneurs;*
- *OCED and the County should review its own vendor and partner pool to ensure that it is equitably investing with Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color providers;*
- *Proactively aid in preparing Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs and businesses for traditional investment, including leveraging relationships with local banks.*

3. Strengthen Access to Technical Assistance and Business Resources

- *Identify and invest in technical assistance providers who have an express commitment to equity and anti-racism, and experience working with diverse communities, preferably providers of color;*
- *Glean insights from other organizations who have successfully supported entrepreneurs of color elsewhere in the state and country to shape County strategy for partnering with providers;*
- *Ensure that technical assistance is accessible in languages other than English;*

- *Encourage and fund technical assistance opportunities and programs that are proximate to underserved neighborhoods and communities in Washtenaw County.*

4. Provide Wrap-around Services to Less-Resourced Entrepreneurs

- *Fund and encourage business supports that include wrap-around services to less- resourced entrepreneurs such as financial literacy, personal finance, leadership training, coaching, etc.*
- *Recognize and identify resources that support the whole person, not just their business. Entrepreneurs are not immune to challenges of food and/or housing insecurity, mental/physical health challenges, disabilities, or family challenges. Spark Data for Equity Committee*

Jen Eastridge stated that the DDAs version needs to include LGBTQ+ language as well.

The committee had a conversation about business grants and the parameters and milestones that would need to be in place around those.

The committee discussed intentional contracting through the DDA

6.2. Approved Recommendations to DDA Board Ad Hoc Committee for Equitable Investment

To be discussed at the next meeting.

7. PROPOSED BUSINESS

Staff plans to take the committee's recommendations, including the ones above to make a 1, 3, and 5 year plan.

Staff will have quotes for equity needs assessment.

Jen Eastridge would like to spend more time on the language conversation.

8. AUDIENCE PARTICIPATION - none.

9. ADJOURNMENT

Motion by Michelle Birawer to adjourn at 9:47am. Supported by Bryan Foley. Motion passed, unanimous.

PROMISSORY NOTE

On the [#] day of [MONTH], 2022, hereinafter known as the "Start Date", [Individual] of [Business Name and Address] hereinafter known as the "Borrower", has received and promises to payback Ypsilanti DDA 1 S Huron, Ypsilanti, MI 48197 hereinafter known as the "Lender", the principal sum of [Total] US Dollars (\$) with interest accruing on the unpaid balance at a rate of 3.3 percent (%) per annum, hereinafter known as the "Borrowed Money", beginning as of the Start Date in the manner as follows:

1. PAYMENTS: The full balance of this Note, including all accrued interest and late fees, is due and payable on OR BEFORE the [#] day of [MONTH], 2022, hereinafter known as the "Due Date".

A. **Installment(s).** (check the applicable box)

- **LUMP SUM** – Borrower shall pay a lump sum to be made in-full, principal and interest included, of _____ Dollars (\$ _____) by the Due Date.

- **INSTALLMENTS** – Borrower shall pay interest in the amount of [] Dollars and (\$) on

- a **weekly** basis with any remaining balance payable on the Due Date.
- a **monthly** basis with any remaining balance payable on the Due Date.
- a **quarterly** basis with any remaining balance payable on the Due Date.

LATE FEE - There shall be a late payment fee of Twenty-Five Dollars (\$25) if an installment is not paid on-time along with the default interest due, as described in Section 3, if the Lender does not receive the installment on the due date.

2. SECURITY: (check the applicable box)

- **UNSECURE** – There shall be NO SECURITY provided in this Note.

SECURE – There shall be Property described in the **GRANT AGREEMENT** hereinafter known as the "Security", which shall transfer to the possession and ownership of the Lender IMMEDIATELY pursuant to Section 6A of this Note. The Security may not be sold or transferred without the Lender's consent until the Due Date. If Borrower breaches this provision, Lender may declare all sums due under this Note immediately due and payable, unless prohibited by applicable law. The Lender shall have the sole-option to accept the Security as full-payment for the Borrowed Money without further liabilities or obligations. If the market value of the Security does not

exceed the Borrowed Money, the Borrower shall remain liable for the balance due while accruing interest at the maximum rate allowed by law.

3. INTEREST DUE IN THE EVENT OF DEFAULT: In the event the Borrower fails to pay the note in-full on the Due Date, unpaid principal shall accrue interest at the maximum rate allowed by law, until the Borrower is no longer in default.

4. ALLOCATION OF PAYMENTS: Payments shall be first credited any late fees due, then to interest due and any remainder will be credited to principal.

5. PREPAYMENT: Borrower may pre-pay this Note without penalty.

6. ACCELERATION: If the Borrower is in default under this Note or is in default under another provision of this Note, and such default is not cured within the minimum allotted time by law after written notice of such default, then Lender may, at its option, declare all outstanding sums owed on this Note to be immediately due and payable.

6A. SECURITY - This includes any rights of possession in relation to the Security described in Section 2.

7. ATTORNEYS' FEES AND COSTS: Borrower shall pay all costs incurred by Lender in collecting sums due under this Note after a default, including reasonable attorneys' fees. If Lender or Borrower sues to enforce this Note or obtain a declaration of its rights hereunder, the prevailing party in any such proceeding shall be entitled to recover its reasonable attorneys' fees and costs incurred in the proceeding (including those incurred in any bankruptcy proceeding or appeal) from the non-prevailing party.

8. WAIVER OF PRESENTMENTS: Borrower waives presentment for payment, notice of dishonor, protest and notice of protest.

9. NON-WAIVER: No failure or delay by Lender in exercising Lender's rights under this Note shall be considered a waiver of such rights.

10. SEVERABILITY: In the event that any provision herein is determined to be void or unenforceable for any reason, such determination shall not affect the validity or enforceability of any other provision, all of which shall remain in full force and effect.

11. INTEGRATION: There are no verbal or other agreements which modify or affect the terms of this Note. This Note may not be modified or amended except by written agreement signed by Borrower and Lender.

12. CONFLICTING TERMS: The terms of this Note shall control over any conflicting terms in any referenced agreement or document.

13. NOTICE: Any notices required or permitted to be given hereunder shall be given in writing and shall be delivered (a) in person, (b) by certified mail, postage prepaid, return

receipt requested, (c) by facsimile, or (d) by a commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be made to the parties at the addresses listed below.

14. CO-SIGNER: (check the appropriate box)

- **NO COSIGNER** – This Note shall not have a Co-Signer.

- **CO-SIGNER** – This Note shall have a Co-Signer known as _____ [Name of Co-Signer] hereinafter known as the "Co-Signer", and agrees to the liabilities and obligations on behalf of the Borrower under the terms of this Note. If the Borrower does not make payment, the Co-Signer shall be personally responsible and is guaranteeing the payment of the principal, late fees, and all accrued interest under the terms of this Note.

15. EXECUTION: The Borrower executes this Note as a principal and not as a surety. If there is a Co-Signer, the Borrower and Co-Signer shall be jointly and severally liable under this Note.

16. GOVERNING LAW: This note shall be governed under the laws in the State of Michigan.

17. SIGNATURE AREA

Lender's Signature _____ **Date** _____

Print Name _____

Borrower's Signature _____ **Date** _____

Print Name _____

Witness Signature _____ **Date** _____

Print Name _____

PERSONAL GUARANTEE

Guarantee made **[DATE]** by **[Business owner]**, herein after referred to as "Guarantors" to the Ypsilanti Downtown Development Authority, 1 S Huron St, Ypsilanti, MI 48197, herein after referred to as "Creditor", with respect to certain bridge funds to be loaned to **[Business Owner]**, herein after referred to as "Borrower", pursuant to a receiving a [Grant Name].

For good and valuable consideration, the receipt of which is hereby acknowledged, should the Guarantor(s) do anything to void the Grant Agreement, the Guarantor(s) agree to guarantee payment of the indebtedness of Borrower to Creditor of sums due in the amount of **[\$Loan Amount]** together with interest as called for in said Promissory Note.

This Guaranty is to remain in full force and effect until written notice of its termination is mutually agreed upon by Creditor and Guarantors.

It is further agreed that no conditions, limitations, alterations or modifications shall be made to this Guaranty after its execution except by writing, signed by Guarantors and approved by Creditor.

By _____
[Business Owner]

Witness



HELLO NEIGHBOR

Non-Profit Corporation Proposal

ORGANIZATION OVERVIEW	
VISION	Ensuring safety and wellness by investing in communities
MISSION	Hello Neighbor (HN) works collaboratively with marginalized populations of all backgrounds to decrease police interaction, while increasing community engagement.
WHAT WE DO AND WHY	
WHO WE SERVE	Hello Neighbor serves Ypsilanti residents of all ages, especially people who are impacted by the historical inequities of policing and law enforcement.
THE ISSUE	<p>Business owners in downtown Ypsilanti feel at a loss and presently, their only solution is to call law enforcement at any sign of concern. However, calling the police on the individual who is causing harm, or a disturbance, does not treat the underlying root issue leading to the initial concern. Instead, it further alienates the individual from their community connections and resources that support the wellbeing and recovery of our community.</p> <p>The vicious cycle of arrest and then incarceration does not address the primary concerns people experience or struggle with. Hello Neighbor offers a different approach to addressing public safety by limiting opportunities for police encounters and investing in community resources.</p> <p>According to the Brennan Center for Justice, research shows that in a city with a population of 100,000, each new nonprofit community organization leads to a decrease in crime. Hello Neighbor inspires to start a legacy of transforming positive community relations by reducing crime, investing in the community, and ensuring public safety.</p>
WHAT WE OFFER	Hello Neighbor is a community organization designed to keep Ypsilanti engaged and resourced without the utilization of law enforcement (See Appendix A).

	<p>HN (1) offers various strategies to address public safety and wellness by critical thinking and trauma-informed problem solving, (2) addresses people’s needs with respect, dignity, care, and patience, and (3) provides alternatives to criminal legal system involvement.</p> <p>Services offered include but are not limited to:</p> <ul style="list-style-type: none"> ● Contracted in-house therapy ● Support and Therapy Groups ● Community Space Rental ● Computer Access ● Community De-escalation ● Community Advocacy and Engagement ● Service and Resource Coordination ● Conflict Resolution ● Clothing, Food, and other Basic Needs ● Public Bathrooms
<p>POTENTIAL PARTNERSHIPS</p>	<p>Hello Neighbor would operate as a resource hub, while partnering with community resources that already exist and can assist with diversionary efforts. Specifically, Hello Neighbor could partner with:</p> <ul style="list-style-type: none"> ● The Delonis Center ● Michigan Works! ● Dispute Resolution Center ● Washtenaw County Community Mental Health ● Washtenaw County Prosecutor’s Office ● Washtenaw County Public Defender’s Office ● Engagement Center ● Washtenaw Justice Project ● Law Enforcement Assisted Diversion and Deflection
<p>KEY OBJECTIVES AND SUCCESS METRICS</p>	
<p>OBJECTIVES WE PLAN TO ACHIEVE IN A GIVEN TIMEFRAME AND HOW THEY WILL BE MEASURED</p>	
<p>1. Ensure public safety</p> <p>Every three months, Hello Neighbor will check in with community residents and business owners to assess overall safety in the community. Surveys will be distributed to measure public opinions of safety.</p> <p>2. Decrease crime rate</p> <p>Hello Neighbor will collect data to examine crime rate statistics in the community after six months of program implementation. Crime statistics will be assessed continually every six months to determine HN’s impact.</p>	

3. Build community partnerships

Hello Neighbor will create a database with descriptions of relevant community supports and organizations. HN will communicate with community organizations via phone, in-person, and social media to build alliances, discuss community needs, and to provide information regarding HN's goals and programs. Community database will be updated every three months and include logs of successful communication with each community partner.

4. Increase Hello Neighbor staff & volunteer capacity

Hello Neighbor will recruit staff and volunteers from the local community. HN will use social media, universities, and community groups to recruit a diverse staff and volunteer network. HN will review recruitment of staff and volunteers monthly. Review will examine retention, prospective volunteers and employees, and demographics of staff.

5. Provide short-term crisis intervention and service coordination for individuals

Hello Neighbor will hire Community Navigators (see Appendix B) to provide short-term crisis intervention, de-escalation, and service coordination to individuals in the community. For example, calling Community Mental Health mental health crisis line for people experiencing a mental health crises or inviting the individual into our space if they are loitering.

6. Educate community members around the narrative of safety and inequities

Hello Neighbor will hold community workshops to increase awareness of power, safety, and systemic oppression. Workshops will be held monthly, and guests will complete surveys to assess knowledge gained by attendance. HN will also use social media weekly to post statistics and facts regarding safety, inequity, and justice. HN will train community members on community navigation and how to keep Ypsi engaged.

7. Create a space where Ypsi residents can feel safe and resourced

Hello Neighbor will work to find a space accessible to the community. This will be an inclusive place for recreation, learning, and life resources. HN will keep a log of guests and use satisfaction surveys to measure effectiveness.



HELLO NEIGHBOR

Start-up Operating Budget - Six Month Proposal

One Time Startup Expenses	Amount	Notes
Community Navigator Staffing	\$ 27,500	Includes street outreach and short-term case management services
<i>Social Security (at 7 percent)</i>	\$ 1,925	
<i>Workers Comp (at .15 percent)</i>	\$ 41.25	
<i>Unemployment (at .12 percent)</i>	\$ 33	
Small Expenditure Fund	\$ 1,800	Small expenditure fund for clients can provide budget of \$300/month
Supplies & Equipment	\$ 2,000	Initial Equipment – 2 Dell laptops, 1 iPhones (AT&T)
Professional Development	\$ 1,406.75	Includes training and professional development but does not include travel and airfare
Total One-Time Startup Costs	\$ 34,706	

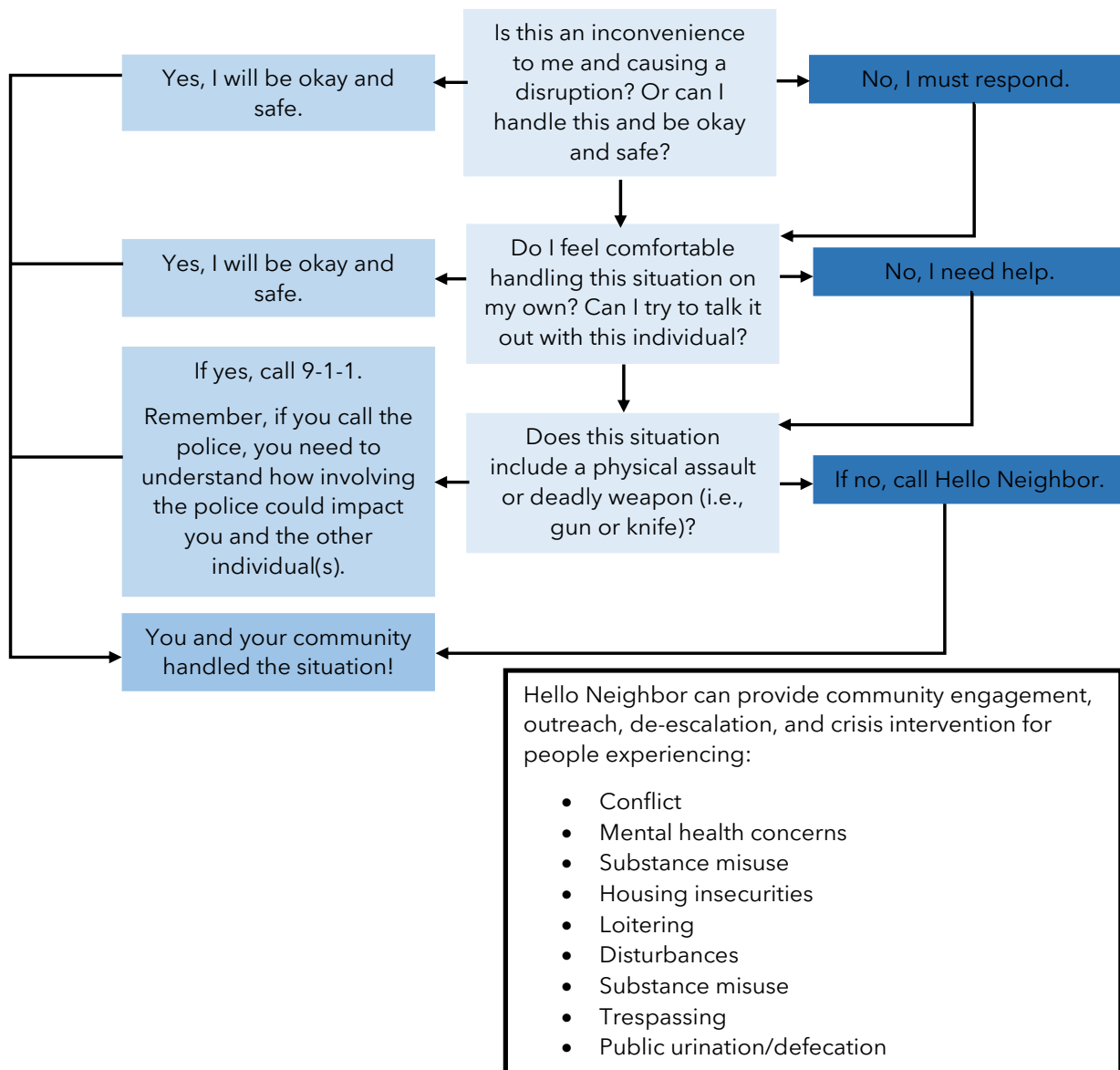
Monthly Expenses	Amount	Notes
Rent	\$ 2,000 (\$ 12,000)	Includes rent and utilities
Advertising & Marketing	\$ 150 (\$ 900)	
Hotline Phone	\$ 160 (\$ 960)	
Liability Insurance	\$ 200 (\$ 1,200)	
Google Workspace	\$ 12 (\$72)	
Website Platform & Domain	\$ 27 (\$162)	
Total Monthly Expenses	\$15,294	

GRAND TOTAL	\$50,000
--------------------	-----------------



HELLO NEIGHBOR

When to Call Hello Neighbor Flow Chart





HELLO NEIGHBOR

APPENDIX A - Keeping Ypsi Resourced Flow Chart





HELLO NEIGHBOR

APPENDIX B - Community Navigator Position

Position: Community Navigator
Position Type: Full-time, exempt
Compensation: \$55,000 annual salary

Position Description:

Hello Neighbor (HN) seeks a Community Navigator to provide short-term community engagement, utilizing a harm-reduction, trauma-responsive, and person-centered approach. Community Navigators are responsible for developing Community Action Plans with individuals who are experiencing concerns related to substance use, mental health, poverty, housing insecurities, generational trauma, and systemic oppression. The Community Navigator will assist individuals with navigating complex systems to help them obtain whatever underlying needs have yet to be met. The Community Navigator is expected to respond to calls in the community, provide short-term solutions, and aid the referred individuals in navigating long-term resources to decrease police interaction, while increasing healthy community engagement.

Responsibilities:

- Respond to community calls that include de-escalation, disturbance, loitering, housing insecurity, substance misuse and/or mental health concerns.
- Complete needs assessment with referred participants and determine the level of care needed.
- Develop Community Action Plans that help link HN participants to appropriate community resources, which include but are not limited to behavioral health, employment, legal, and housing.
- Conduct wellbeing checks with client three days past referral and needs assessment to ensure needs remain to be met and the participant is stabilized.
- Follow up with community referrer and request more information regarding feedback and whether their concerns were addressed.
- Participates in workshops, meetings, and conferences and serves on committees.

- Participates in mobilizing resources in the community, and fosters cooperative working relationships with community agencies.
- My provide field instruction for graduate-level social work students
- Performs related work as assigned.

Required Skills/Abilities:

- Deep alignment with Hello Neighbor’s mission and values, with a commitment to building social justice movements
- Ideal candidate has completed training programs on diversion and harm-reduction
- Excellent written, oral, and active listening and communication skills
- Ability to work well as a collaborator in a team environment
- Proficient with Microsoft Office and Google Suite required
- Excellent professional judgment

Qualifications:

- Possession of a master’s degree in Social Work
- Master of Social Work full licensure required
- Minimum of two years of experience with de-escalation, case navigation, and support coordination
- Minimum of two years of experience with working with marginalized populations

Application:

- Cover Letter
- Resume

Please include a cover letter and resume as one .pdf and submit to helloneighborpsi@gmail.com

Deadline: Rolling until filled

Hello Neighbor is committed and dedicated to creating a diverse and inclusive environment. We are proud to be an equal opportunity employer. Hiring people from all backgrounds makes our mission and organization stronger. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. People of color, women, LGBTQ+ folks, people with disabilities, individuals with incarcerated or formerly incarcerated loved ones, and individuals with prior experience with the legal system are highly encouraged to apply.