



Community Resource Navigator - Part-Time

The Community Resource Navigator will support the Community Health Coordinator in executing health-related, social service programs and outreach initiatives at the Hartford Public Library. The role involves assisting in connecting library customers with social services, human service networks, re-entry services, coordinating events, managing communications, and maintaining strong relationships with community partners. This position offers an opportunity to contribute to a diverse community by providing essential resources and services. ***This is a grant-funded position, funded through 12/30/2026. Staff will be scheduled to work 5 days per week for 24 hours weekly. Hours may range from 9 am – 2 pm or 12 pm – 5 pm, including evening and weekend hours as needed.***

RESPONSIBILITIES INCLUDE:

Community Outreach/ Liaison Support:

- Supports in developing and maintaining relationships with health and social service agencies.
- Completes screenings to determine customer's eligibility for a grant-funded transportation program.
- Helps organize and promote health, wellness, and community support events.
- Attends community meetings and events as needed, representing the library alongside the coordinator.
- Supports system-wide social work initiatives.
- Coordinates events and services that provide health-related information to library customers.
- Cultivates relationships with other organizations.

Public Service:

- Assists customers in accessing community services, support with navigating social service systems and applications or broader human service networks designed to support community well-being such as re-entry systems.
- Disseminates information relating to social and community resources to staff and customers.
- Makes appropriate referrals to community resources or other agencies as needed.
- Assists with developing and delivering culturally responsive and trauma-informed environments and library services.
- Develop recommendations to remove barriers to library services for at-risk patrons.
- Guides customers in navigating social service resources and applications.
- Assists in creating information guides on health and wellness topics and local resources.
- Helps maintain a welcoming, trauma-informed environment for customers.

Administrative/Reporting:

- Manages correspondence and communication with community partners and vendors.
- Assists with data collection and reporting for programs and services.
- Contributes to preparing presentations and reports for internal and external stakeholders.

EDUCATION AND EXPERIENCE/QUALIFICATIONS

Required:

- Bachelor's degree in Social Work, Human Services, Public Health, or a related field is preferred; equivalent experience may be considered.
- 2 years of progressively responsible social service work experience, related work or demonstrated experience.
- Experience in community outreach, customer service, or administrative roles.
- Strong organizational and communication skills.
- Ability to work in a fast-paced, team-oriented environment.
- Familiarity with mental health, social service resources, parole probation and re-entry services.

Preferred:

- Bilingual (English/Spanish).

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach, and pull.
- Ability to maintain composure in every day, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit, and stand for extended periods of time.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Lifting moderate to heavy weight material up to 50 lbs.

What we offer employees:

Hartford Public Library offers part-time benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Paid vacation time - prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 1.9 hours per pay period.
- Paid sick time – prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 2.9 hours per pay period.
- Mental health support through the Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid professional development, continuing education, and staff engagement opportunities.
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of a staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating, and engaging spaces where people can learn and discover, explore their passions, and find a rich array of resources that contribute to a full life. We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees, including English Language Learning, Citizenship preparation, and civic engagement

- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia Teen Spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio, and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Community Resource Navigator** in the subject line of your email.

Hiring Range: \$23.2900- \$25.4205/Hr. **DOE**

Hartford Public Library is an Equal Opportunity Employer.