

## AdvantAGE LA Implementation

### Job Description: Peer Navigator (Older Worker, 55+)

**Position Title:** Peer Navigator

**Location:** WorkSource Centers across Los Angeles City

**Reports To:** WorkSource Center Manager

**Status:** Full-time / Part-time (as determined)

#### Compensation

- Full-time salary range: minimum of **\$65,000 annually**, commensurate with experience.
- Benefits package may include health insurance, paid time off, and professional development opportunities.

#### Position Summary

The Peer Navigator will play a critical role in supporting Older Adults (55+) as they re-enter the workforce, pursue upskilling opportunities, enroll in benefits and access supportive services and navigate the workforce system in Los Angeles. As an Older Worker themselves, the Peer Navigator brings lived experience and understanding to the role, serving as a trusted guide and advocate for peers seeking to re-enter or advance in the workforce. By serving as a Peer Navigator, you will play a meaningful role in empowering Older Adults across Los Angeles to strengthen the workforce and the City of Los Angeles.

#### Key Responsibilities

- **Provide one-on-one support** to Older Adults seeking employment, workforce training, or benefits enrollment.
  - Share personal insights and lived experience as an Older Worker to build trust, encouragement, and motivation among participants.
- **Assist participants in navigating the local workforce system**, including supporting enrollment and accessing training, employment opportunities, and community-based resources.
  - Assist participants with job search activities such as resume building, online applications, interview preparation, and digital literacy. Support participants in preparing resumes, job applications, and interview skills.
- **Facilitate connections and referrals to wraparound services and partner organizations**, such as housing, healthcare, transportation, public benefits, and supportive programs, when needed.
- **Conduct outreach to recruit participants**, including attending community events, making phone calls, and collaborating with local community-based organizations.
- **Support data collection** efforts to highlight the outcomes and needs of older workers.
  - Maintain accurate records of participant interactions and progress in accordance with program guidelines. This includes documenting in CalJOBS and other platforms
- **Facilitate small group sessions**, peer support circles, or workshops designed for older workers (e.g., digital basics, age-friendly job search strategies).
- **Develop tools, systems, and processes** that WorkSource Centers can use to improve support for Older Workers.

- **Collaborate** with workforce staff, case managers, and employers to ensure holistic support for participants.

## Qualifications

- Must be 55 years of age or older.
- Demonstrated lived experience as an Older Worker navigating employment, training, or benefit systems.
- Strong interpersonal communication skills with the ability to build rapport and trust with diverse individuals.
- Knowledge of local workforce systems, community resources, and benefits programs preferred.
- Basic computer literacy, including ability to use email, online job search platforms, and digital tools.
- Strong organizational and documentation skills

## Preferred

- Bilingual skills (English/Spanish or other languages commonly spoken in Los Angeles)
- Previous experience in workforce development, social services, peer navigation, or related fields.

## Work Environment & Schedule

- Position is based out of a City of Los Angeles WorkSource Center.
- This is a community-based role with a mix of in-office, workforce center, and fieldwork in Los Angeles.
- Requires in-person interaction with participants, staff, and community partners.
- Occasional local travel to community sites and partner agencies may be required.
- Flexible schedules may be required, including occasional evenings or weekends for outreach events.

## Certification & Professional Development

- This position is part of an emerging professional model at the intersection of workforce development, adult education, benefits navigation, and older adult services.
- Peer Navigators will have access to professional development and credentialing opportunities to strengthen their skills and ensure high-quality service delivery (e.g., job search tools, overcoming ageism, training programs, and employer engagement.)