

## Developmental Disability Resource Connection Navigator - Anchorage Job Description

**Status:** Full-time, Non- Exempt

**Reports to:** DDRC Program Manager

**Location:** Anchorage – WFH eligible

### Summary of Position

This position is responsible for responding to individuals' and families' needs, to include thoroughly completing DD applications with families, collecting documentation, submitting application(s) on behalf of the individual. The DDRC Navigator must also be available to provide emotional supports and appropriate referrals to other needed services during crisis situations. Other tasks include performing call-backs and follow-up emails to agencies/families seeking information, completing filing steps for applications, conducting DDRC surveys and maintaining up-to-date data entry for required quarterly reporting. Additional duties include assisting co-workers and DDRC peers when needed, attending staff meetings, attending outreach and training events, and professionally representing Stone Soup Group.

### Duties and Responsibilities

- Adhere to and competently articulate the mission, values and vision of SSG and the principles of person-directed and family-centered services.
- Collaborate with individuals and families and service providers to give direction for obtaining developmentally appropriate and family-centered services.
- Provide information and assistance in accessing long-term State and Medicaid funding Home and Community Based Service options, such as Medicaid Waivers
- Help identify and address service gaps and barriers which make it difficult for families to help their children reach their potential.
- Identify resources to fund needed services, such a DD Mini Grants
- Provide assistance accessing employment supports
- Develop and maintain ongoing linkages with, community resources, care coordinators, parent support groups, local school districts and other service providers.
- Assist families in learning to communicate effectively with health care providers, educators, and other service providers.
- Assist families in identifying and prioritizing their needs.
- Work as a team member with Stone Soup Group colleagues, staff and partners.
- Help to facilitate needs assessment and program evaluation activities on behalf of the organization.

- Maintain data regarding contacts with families.
- Collect, update and share resource materials that will aid the family in understanding their child's diagnosis and associated needs.
- Participate in preparation of required reporting.
- Participate in professional development opportunities as needed and required.
- Perform other duties as assigned.

### **Preferred Experience**

- Experience as family member of an individual with a special health care need and/or developmental disability
- A bachelor's degree or associate degree plus two years of experience, or four years of experience in education, human services, social work, psychology, or related field is preferred
- Strong knowledge of project-related content, particularly Medicaid Waivers
- Familiarity with the resources available related to developmental disabilities, mental health, special education, early intervention, Medicaid, and social service programs in Alaska (urban and rural)
- Proficient in the use of Outlook, Word, Excel and PowerPoint
- Experience with maintaining data integrity and accurate data entry
- Experience working in a nonprofit organization

### **Skills**

- Ability to work with families in an empathetic, supportive and respectful way that leads to empowerment.
- Ability to identify family strengths, identify and clarify needs and help identify solutions.
- Ability to organize projects and communicate well, both verbally and in writing.
- Ability to develop and maintain positive working relationships with families in the community while demonstrating professionalism that reflects the core values of Stone Soup Group.

### **Core Competencies**

- Belief in and ability to articulate the vision and mission of SSG
- Personal integrity and good judgment
- Team player
- Positive attitude

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the responsibilities of the job, the employee must be able to communicate effectively with a variety of audiences. The employee is often required to

remain in a stationary position and to operate basic office equipment, including the ability to access, input, and retrieve information from the computer. The employee is occasionally required to move about inside the office building and attend meetings and events outside of the office. The employee must be able to create, review, and respond to grant and other reports and written requests for information.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

### **Work Environment**

This is a full time position. Work hours must have flexibility to include possible after hours and Saturdays in order to accommodate families in crisis or agency needs.

Virtual work via Zoom, Teams or other similar platforms is a requirement for this position.

This position is based in Anchorage and is eligible for work from home but must be available for in-person meetings and appointments in Anchorage.

### **Compensation**

- Starting pay is \$24.00 / per hour
- Benefits include
  - Paid holidays
  - Medical, dental and vision insurance
  - Paid Time Off
  - Retirement plan
  - Professional development opportunities
  - Work from home eligibility
  - Supportive, flexible, inclusive, fun, Soupy work environment

*NOTE: SSG is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a “living document” updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.*

I received a copy of this job description, and the responsibilities of my job were explained to me by my supervisor.

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Signature	Printed Name	Date
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