



Job Description:

Job title: Stone Soup Group DDRC Navigator [formerly STAR Navigator]

Status: non-Exempt

Reports To: DDRC Manager

Summary of Position:

This position is responsible for responding to individuals needs whether by referral or in person, this task includes thoroughly completing DD applications with families, collecting documentation, submitting application(s) on behalf of the individual and conducting discretionary funds distribution when necessary. The STAR Navigator must also be available to provide emotional supports and appropriate referrals to other services during crisis situations. Other tasks include attending hospital rounds, performing call-backs and follow-up Emails to agencies/families seeking information, completing filing steps and online data entry. Conducting STAR surveys and compiling clientele data/interaction to record for quarterly reporting. Additional duties include assisting co-workers and STAR peers when needed, attending staff meetings, attending trainings, and continuously representing Stone Soup as a professional and advocate while conducting all job duties.

Duties and Responsibilities:

Identify and meet with eligible individuals and/or their families:

- Provide information and assistance in accessing long-term State and Medicaid funded home and community based service options if needed, such as DD Community grants and/or Medicaid Waivers.
- Review assessments and provide case management and consultative services.
- Provide time-limited resources for support within homes and in the community to include: increasing individual and/or family skills, direct assistance to family and child (e.g., parent training, positive behavioral support training), building natural supports and problem solving.

Assist with completing and submitting:

- The eligibility application for Developmental Disabilities Services.
- An online Registration and Review form.

Respond to crisis situations and/or minimize growing situations:

- Provide early intervention support resources and referrals.
- Provide family/person-centered future planning.
- Provide assistance accessing employment supports.
- Assist families in the identification and acquisition of resources for needed environmental modifications, adaptive equipment, or other necessary technology.
- Distribution of STAR discretionary funds.

Work in collaboration with agencies to ensure access to comprehensive services:

- Develop community awareness and support by participating in local health fairs, conducting disability awareness in the schools, and networking with other community providers.
- Hospital rounds
- Provide referrals to other agencies for needed services

Qualifications:

Requirements:

- STAR Navigators must have a Bachelor's degree in a social service, vocational rehabilitation or similar field
- Two or more years working in disabilities, human services, health care, or related field.
- Experience in working with families and/or understanding family issues regarding disabilities and special education needs.
- Experience in working with families whose children experience special needs, developmental disabilities and/or mental health issues and the challenges they face.
- Experience in grant reporting.

Knowledge:

- Strong knowledge of project-related content (special education law, Individuals with Disabilities Education Act 2004, typical and atypical child development, Fetal Alcohol Spectrum Disorders, etc.)
- Familiarity with the issues of and supports available related to developmental disabilities, mental health, special education, early intervention, medical, and social service programs in Alaska (urban and rural).

Additional Skills:

- Ability to work with families in an empathetic, supportive and respectful way that enriches their strengths and skills.
- Ability to identify family strengths, identify and clarify needs and help identify solutions.
- Ability to develop and maintain positive working relationships with educators, service providers and medical professionals with the professionalism that reflects the core values of Stone Soup Group.
- Working knowledge of personal computers and software including Microsoft Word, Excel and Access.
- Must be able to pass the State of Alaska Barrier Crimes Background Check.

Environmental/Working Conditions:

This is a full time position with Stone Soup Group in a typical office environment. Work hours must have flexibility to include possible after hours and Saturdays in order to accommodate families in crisis or other family or agency needs. Moderate lifting is required.

Transportation:

- Must provide own transportation to attend meetings, primarily in the Anchorage area.
- Occasional travel to conferences and other activities may be required.
- Personal vehicle, valid driver's license, and proof of vehicle insurance required.

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

Employee Signature

Printed Name

Date

Supervisor's Signature

Printed Name

Date