



Parent Navigator Job Description

Status: Full-time, Non- Exempt

Reports to: Parent Navigation Program Manager

Location: Statewide - WFH or remote work eligible

Summary of Position

This position provides training, information and resources that support families and caregivers of children or youth who experiences disabilities. Support includes assistance in accessing resources through special education, early intervention, health care, and social service programs. This position will assist families in developing an individualized, coordinated system of support for their child as well as empowering them to be their child's advocate.

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 families and service providers to give direction for obtaining developmentally appropriate and family-centered services.
- 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.
- Assist families in preparing applications for services and funds needed to support their children with special health care needs.
- Develop and maintain ongoing linkages with local school districts, community resources, parent support groups 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 (special education law, Individuals with Disabilities Education Act 2004, typical and atypical child development, Medicaid Waivers, etc.)
- 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

Preferred Skill

- 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 eligible for work from home or remote work statewide but must be available for occasional travel.

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.

Signature	Printed Name	Date
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