

Job Description

Job Title: Parent Navigator I
Reports to: Program Manager

Status: Non- Exempt

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.

Duties and Responsibilities

- Adhere to and competently articulate the mission, values and vision of SSG and the principles of person centered and family centered services.
- Collaborate with families and service providers to create a plan 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 community resources, parent support groups and other service providers.
- Assist families in learning to communicate effectively with health care, educators, and other service providers.
- Assist families in identifying and prioritizing their needs.
- Work as a team member with Stone Soup Group colleague, 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 issues.
- Participates in preparation of reporting requirements.
- Provide support in accessing services and supports in the following areas, as defined by the funding source.
- Perform other duties as assigned.

QUALIFICATIONS

Required Skills and Experience:

- 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 resources available related to developmental disabilities, mental health, special education, early intervention, medical, and social service programs in Alaska (urban and rural).
- A bachelor's degree OR associates degree plus two years of experience, OR four years of experience in education, human services, social work, psychology, or related field preferred.
- 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.
- Able to pass the State of Alaska Barrier Crimes Background Check.

- Flexibility to include possible after hours and Saturdays in order to accommodate families in crisis or other family or agency needs.
- Ability to provide personal vehicle, valid driver’s license, proof of vehicle insurance.

Preferred Skills:

- Experience as family member of an individual with special education or special health care.
- 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.
- Has demonstrated working knowledge of computers and pertinent software that may include Microsoft Word, Excel and Access, Database and Adobe Acrobat.

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.

WORK ENVIRONMENT

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.

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

_____	_____	_____
Signature	Printed Name	Date