



Bilingual Family Empowerment Center Navigator

Our agency strives to embody the concept of trauma-informed, resilience-oriented services, both internally and externally with our clients, customers, and community partners.

POSITION PURPOSE

Under general supervision, the Bilingual Family Empowerment Center Navigator provides a variety of parent support services, technical assistance, translation, and trainings for parents, caregivers, and professionals accessing the Family Empowerment Center for Disabilities; co-facilitates program group activities; provides services in a variety of community settings; performs other work as assigned. This position is not eligible for the Changing Tides Family Services' Bilingual Stipend.

ESSENTIAL JOB FUNCTIONS:

The Bilingual Family Empowerment Center Navigator must be able to accurately perform the following duties and responsibilities in both English and Spanish.

- Plans, develops and delivers training programs, events, and other workshops/activities for community members
- Attends IEP meetings as resources allow
- Provides various types of support activities for parents and caregivers; may co-facilitate support groups
- Develops and maintains positive relationships with professionals working with parents receiving support from the Family Empowerment Center; provides advocacy for parents, children, and youth as appropriate
- Uses appropriate combination of adult learner techniques and strategies to enhance a positive learning experience
- Plans, develops, and distributes training and technical assistance materials
- Maintains a working knowledge of community resources; provides referrals and linkages to community resources
- Effectively communicates verbally and in writing, in English and Spanish, with parents, caregivers, professionals in the community, supervisor, and co-workers
- Explains complex services, policies, and requirements to parents, caregivers, and community members in community settings, home settings, and office settings
- Presents information to the public and community groups regarding services offered by Changing Tides Family Services
- Using public speaking skills, makes presentations to groups
- Sets up and takes down supplies as needed for trainings, workshops, and events
- Participates as assigned in collaborative meetings with other organizations
- Responds appropriately to requests from funding sources, potential program partners, community members
- Maintains accurate data and documentation of work performed; uses a personal computer to accurately enter data into complex reports
- Uses a personal computer for routine purposes such as word-processing, data entry, Internet searches, e-mail
- Uses correct grammar and punctuation in work written in Spanish or English
- Accurately uses business arithmetic including use of decimals and percentages
- Uses sound judgment in responding to a range of questions and situations
- Maintains confidentiality with regard to information obtained in the course of work

FAMILY EMPOWERMENT CENTER NAVIGATOR

- Reports suspected instances of child abuse in compliance with mandated reporting requirements
- Complies with Changing Tides Family Services' policies, procedures, and guidelines

QUALIFICATIONS

Required Education and Experience

A high school diploma and one year of experience working with parents or caregivers of children between the ages of 0 and 22 in a social service setting, school setting, or similar setting.

The desirable candidate will have experience as a parent or close family member of an individual with special needs or disabilities. Experience with school districts and special education and knowledge of the Redwood Coast Regional Center is desirable.

Other Requirements:

- Ability to physically perform services in a variety of settings including office settings, residences, and community environments. This includes: sufficient vision to read printed material, see distant objects with clarity; sufficient hearing to hear conversations in person or on the phone; ability to speak in an understandable voice with sufficient volume to be heard in normal conversations on the phone and when addressing groups; sufficient manual dexterity and/or mobility to grasp and/or manipulate objects; ability to move about the work area; ability to move between work sites.
- Ability to sit at a desk and use a computer for extended periods of time
- Ability to pass a criminal background check
- Possession of a valid California driver's license, current automobile insurance, a vehicle for work and a driving record consistent with agency insurance carrier requirements
- Must be able to provide proof of COVID-19 vaccination by hire date.
- Ability to travel locally and out of the area
- Ability to work a pre-arranged schedule on a periodic basis which will include early mornings, evenings, weekends, and holidays (all schedule changes will be compensated with flexible scheduling or appropriately compensated time)

3/2023