

Notice Date: 01/20/2017

Position: Family Success Zone Family Navigator

Salary Range: \$14.00 - \$15.00 hourly (\$29,120 – 31,120/yearly) + **benefits**

Job Status: This is an at-will, full time, non-exempt position.

Deadline: Open until filled

Apply Online: Please submit cover letter AND resume online

Reading and Beyond is a non-profit organization whose mission is “To empower children and families to achieve productive, self-reliant lives.” We operate a variety of programs in collaboration with organizations and schools who work with children and families to build a culture of achievement so that all youth graduate from high school ready for college. We are working to end multigenerational poverty through education. Families and children move through a “cradle-to-career” pipeline that provides comprehensive support from pre-natal through college to career.

REPORTS TO: Family Success Zone (FSZ) Manager

POSITION ROLE:

Family Navigators work as an integral member of a **Student/Family navigator team**. *Family Navigators* are frontline workers who are trusted members of the community, or have a firm understanding of and commitment to, the community. This trusting relationship enables *Family Navigators* to serve as a connector between education / social services / health agencies and the community to facilitate access to services, improve the quality and cultural competence of service delivery, and ensure children have appropriate support and guidance. *Family Navigators* help youth achieve their personal best, through informal counseling and building family and community capacity.

RESPONSIBILITIES: (The information listed below is meant to serve as samples of job duties and responsibilities. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.)

FAMILY SUPPORT

- v **Assess a family’s strengths and needs;** facilitate interventions, and recognize situations that require immediate attention or professional guidance. **Identify protective factors, barriers to learning,** including education, social, emotional and financial barriers, and **signs associated** with risky behaviors, mental illness, and other circumstances that require referral.
- v **Design personalized Achievement Plans** with family members that include specific action steps, focused on family stability and student success; mobilize formal and informal resources to support both children and adults.
- v Work with parents and youth on issues related to a child’s social, emotional and academic development. **Intervene quickly** when concerns arise regarding students’ attendance, behavior, academic performance, health problems or risky behaviors; make sure students’ academic deficits are well understood by the family; coach youth and parents on ways to motivate children and reduce behavior problems and **maximize**

educational opportunities.

- v Provide **comprehensive case management**, using a **Strengthening Families/ Family Development** approach; build strong relationships with families, identify their needs and use their family strengths to work with them. Strategies include home visits, office visits, email, phone, texting, and etc.
- v Education: Family Navigator will develop Student Learning Plans (SLP) to outline instructional need and learning goals, collaborate with school-site teachers to monitor student's progress focus on completion of assigned work, student attendance, and the the constructive use of out-of-school time to improve academically.
- v Health: Promote preventive care and wellness; work with families to **adopt healthy behaviors** with an emphasis on promoting healthy lifestyles, physical fitness, nutrition education, access to social and emotional support systems, and teen pregnancy and substance abuse prevention.
- v Social Services: Promote family stability, including housing, finances, adult education, employment support, and violence prevention.
- v Refer to resources: Ensure **families are aware of options**; assist residents to **access and navigate** resources, understand program requirements, including eligibility and how to apply; assist families to overcome barriers in accessing services; coordinate and track service referrals.
- v Foster relationships between student, family, school, and community partners; promote family involvement in learning-related activities and improve student's academic needs.
- v **Meet program goals**, as established by Reading and Beyond and partner school sites.

QUALIFICATIONS:

- v **Bachelor degree** with at least **one year experience** in Human Services, Education, Social Work, or related area preferred. **Associate degree** or some college considered with considerable related experience.
- v Experience in working in an after school setting and experience supervising staff preferred.
- v Experience in, and knowledgeable about effective behavior management techniques and strategies with elementary school children.
- v Exceptional time management skills and reporting ability.
- v Experience in planning and conducting case management, writing reports and data entry.
- v **Bilingual in English/Spanish required, bicultural, bi-literate.**
- v Preferred experience with at-risk populations: working with families in low-income and minority communities.
- v Minimum one year experience working with parents and demonstrated knowledge of academic, social and cultural need of disadvantage families preferred.
- v Ability to plan, lead and facilitate training workshops for school/community.
- v A strong ability to work independently, multi-task, and set priorities to accomplish various instructional and operational tasks. Excels at operating in a fast-paced, diverse work environment.
- v Strong problem-solving and judgement skills. Ability to identify and solve problems, analyze warning signs, and

find the solutions.

- v Excellent community-building and strong communication skills: written, verbal, and interpersonal.
- v Strong competency/experience with Microsoft Office: Outlook, Word, Excel, Power Point and internet skills.
- v Candidate must demonstrate flexibility and must be a willing team player and get along well with coworkers.
- v Must have reliable transportation and maintain updated license and insurance at all times.
- v Must be available to work occasional evenings and weekends as needed, as well as some travel.
- v Pass TB test and fingerprint clearance.

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. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Other work conditions include:

- v Sitting for extended periods of time.
- v Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects.
- v Physically able to participate in training sessions, presentations, and meetings.
- v Some travel may be required for the purpose of meeting with clients, stakeholders, or off-site personnel/management.

Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic TB clearances may be required if hired.

BENEFITS:

- v **Paid Time Off (PTO)** starting at 28 days per year
- v **Medical/Dental/Vision/Long Term Disability (LTD) Insurance** - Available at no cost to employee for single coverage
- v **401(k) Retirement Plan** with up to 4% matching

Note: Reading and Beyond maintains the right to alter the level of benefits with appropriate notice.

DISCLAIMER: This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

Reading and Beyond is an Equal Employment Opportunity Employer.