

Unite Tuolumne County Community Navigator

Job Title:	Community Navigator	Job Category:	xxxx
Department/Group:	xxxx	Bargaining Unit:	xxxx
Location:	xxxx	Travel Required:	xxxx
Level/Salary Range:	\$xxxx hourly	Position Type:	Full/Part-Time
Position Contact:	xxxx	Date Created:	January 2022
Normal Work Week:	xxx hours/week (.x FTE) Monday – Friday (flexible hours)	Re-Evaluation Date(s):	

BASIC FUNCTIONS:

Establish a locally driven, coordinated navigation system to help connect pregnant and parenting families of young children with critical services to help them thrive. Establish and maintain an accurate system for registering families and collecting data regarding those families participating in the program. Assist in grant tracking including required grant reports, program evaluations and other reports as needed. Coordinate with community partners, including education, health, social safety net, etc. agencies to assist their utilization of the Unite Us platform.

EXAMPLES OF WORK PERFORMED / ESSENTIAL FUNCTIONS:

A. PREGNANT & PARENTING FAMILIES

1. Provide outreach to pregnant and parenting families with infants and toddlers, especially families experiencing homelessness and/or those furthest from economic and social opportunity, to help bring awareness of and access to local, county, and regional resources.
2. Assist parents with developmental screenings and provide education on developmental milestones. Connect parents to additional developmental resources as necessary.
3. Connect with community-based organizations serving homeless families, early childhood programs, child care providers, Head Start and Public Health Home Visit program nurses, parent engagement groups, county social services, substance abuse programs, WIC clinics, the hospital, clinics, K-12 and higher education institutions, libraries, and other local programs to reach families with infants and toddlers, and to establish relationships with these organizations.
4. Gather information about local, county, and regional resources.
5. Contact families by attending events where families gather such as employment fairs or the Children's Fair. Employ culturally appropriate strategies to engage with clients, including, but not limited to, individual contacts, phone calls, Facebook groups and messages, focus groups, surveys, and advisory groups.
6. Participate in regular First 5 Tuolumne meetings, events, and trainings.

B. ONGOING TRAINING

1. Participate in all required skill-building trainings, including, but not limited to, Social-Emotional Development, Data Privacy, Outreach, the Help Me Grow National system.
2. Participate in ongoing community meetings with Navigators from other communities/Tribal Nations located within the same geographic area as Tuolumne County.

C. TUOLUMNE COUNTY

1. Create and maintain spreadsheets/forms, databases, workplans and reporting systems to maintain and report data as current and accessible. Assist with evaluation efforts to meet requirements of the program, funders and program partners.
2. Participate in public relations activities as requested by meeting with and speaking before community groups with supervisor approval.
3. Maintain compliance with confidentiality and data privacy according to Tuolumne County policy and state statute.

Community Navigator Position Profile

NON-ESSENTIAL FUNCTIONS:

1. Represent the xxxx department in a professional manner within the community at meetings, events, community fairs and other functions.
2. Perform other related duties as assigned or defined by the requirements of the grant.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent. Bachelor's degree in early childhood, social services or related field preferred.
- Two (2) years of work experience in early childhood, social services, corrections or related field.
- Or an equivalent combination of education and experience sufficient to perform the essential functions of the job.

Training Required:

- Complete xxxx training within three (3) months of date of hire.

Certificates/Licenses Required:

- Valid driver's license and proof of personal vehicle insurance.

Note: Applicant must be a minimum of eighteen (18) years of age.

INTERNAL/EXTERNAL RELATIONSHIPS & IMPACT ON SERVICES/OPERATIONS:

Supervisory Responsibility: None.

Internal/External Relationships:

- Frequent contact with: program partners and participants to provide information, review procedures and connect to resources; co-workers, school district staff, and county, state and local agencies to exchange information; supervisory or professional staff to receive work assignments and discuss pertinent issues and topics
- Continuously promote a diverse, culturally competent, and respectful workplace.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Required at Entry:

1. Knowledge and understanding of community organizations and resources which support the healthy development of young children and their families, with specific knowledge of needs of and resources for pregnant and parenting families.
2. Knowledge of mathematics, grammar, and spelling in order to compile data and generate accurate, clear, and concise reports.
3. Knowledge of early childhood development including best practices.
4. Knowledge of issues, resources, and systems pertaining to families with children.
5. Knowledge of and skill with computer technology in preparing reports and presentations, data analysis and retrieval, email and internet applications. Proficiency in Microsoft Office systems.
6. Excellent oral and written communication skills.
7. Excellent skills in community outreach and engagement.
8. Ability to develop strong connections to pregnant and parenting families.
9. Ability to effectively interact with young children, parents and family units.
10. Ability to compile and analyze data with accuracy and great attention to detail.
11. Ability to develop and maintain effective working relationships with all partners.
12. Ability to facilitate and run meetings in a professional, effective, and constructive manner.
13. Ability to work with minimal supervision, including prioritizing workload to meet deadlines.
14. Ability to maintain confidential information in accordance with state, federal, and county policies and statutes.
15. Ability to demonstrate flexibility and creativity in the workplace.

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Required at Full Performance:

1. Knowledge of county and departmental policies, processes and procedures.
2. Knowledge of the California Government Data Privacy Laws
3. Ability to analyze data and situations accurately, interpret directions, procedures and regulations, and develop appropriate, effective responses, sometimes quickly.

WORK ENVIRONMENT:

- Work is performed in a standard indoor office environment where the incumbent has constant use of a computer, phone, and other office equipment.
- The position also requires visits to early childhood settings, schools, participant homes and off-site meetings at agencies as needed.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit or stand at a desk for extended periods of time.
- Hear and speak effectively to communicate in person and over the phone with those listed under Internal/External Relationships above.
- Visual ability to view a computer screen and review detailed reports in hard copy and on the computer and to operate a motor vehicle.
- Physical coordination and visual ability to safely drive an automobile throughout the county under various road and weather conditions.
- Physical ability to lift and move materials or equipment weighing up to 25 pounds.
- Office work may include reaching for documents and supplies, standing or kneeling to search through file cabinets, fingering to find files, grasping documents, and repetitive motions such as typing and sorting/compiling material.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Laptop computer with Windows environment
- Desktop and cellular phone
- Basic office equipment: fax, copier, scanner, laminator, etc.
- Access to personal vehicle

ACCESSES REQUIRED:

- Laptop with remote desktop, Outlook and Wi-Fi capability
- After-hours access to buildings (weekends and evenings)

ADDITIONAL NOTES:

- None

"This Institution is an Equal Opportunity Employer"

Reviewed By:	Name	Date:	
Approved By:	Name	Date:	
Last Updated By:	Name	Date/Time:	