



Job Title: Help Me Grow Project Navigator
Reports to: Raising Healthy Families Program Manager
Hours: 24 hours per week to eventual full time FLSA Status: Non-exempt
Salary: \$21.95 - \$26.68

The Raising Healthy Families Program is a prevention and early intervention program that provides support and education to assist parents in the identification and mitigation of developmental delays in children. The Navigator for this project will work with parents to complete an Ages and Stages Questionnaire 3 (ASQ3) with children to screen them for developmental delays. The Navigator will work to connect the family with medical and/or community supportive resources and referrals through a centralized county access system.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Conduct community outreach to recruit families to participate in ASQ3 screenings.
2. Assist parents with conducting ASQ3 screenings as requested by parent or guardian.
3. Provide referrals and resources related to areas of concern.
4. Work to coordinate service and care solutions to all interested parents and guardians.
5. Provide training and support for implementation of developmental screenings.
6. Work one-on-one with families to reduce barriers to accessing services of care.
7. Record data to populate the Unite Us data system.
8. Evaluate summed data to report trends and identify gaps to mitigate barriers to supportive services.
9. Share key data findings in community presentations and peer learning sessions.
10. Host twelve (12) countywide meetings with community stakeholders to promote and build the utilization of the Unite Us data system.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Design – generates creative solutions; demonstrates attention to detail.
- Problem Solving – identifies and resolve problems in a timely manner.
- Customer Service – manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for services and assistance.
- Interpersonal Skills – maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others’ ideas and tries new things.
- Oral Communication – listens and gets clarification; responds well to questions.
- Written Communication – writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
- Cost Consciousness – develops and implements cost saving measures.
- Diversity – shows respect and sensitivity for cultural differences.
- Ethics – treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

- **Organizational Support** – follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; supports affirmative action and respects diversity.
- **Judgment** – exhibits sound and accurate judgment; includes appropriate people in decision-making process.
- **Planning/Organizing** – prioritizes and plans work activities; uses time efficiently.
- **Quality** – demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- **Attendance/Punctuality** – is consistently at work and on time; ensures work responsibilities are covered when absent.
- **Dependability** – follows instructions, responds to management direction; completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: AA in Child Development or equivalent experience required. Experience in providing quality customer service and comfort working with families and children highly desired.

Language Skills: Ability to read and interpret documents such as operational duties and agency rules, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have strong computer skills in Database software, Internet software, Spreadsheet software and Word Processing software.

Background Check: This position requires passing and maintaining a background clearance. Clearances are based on investigation checks for criminal and/or child abuse convictions to the satisfaction of the Agency, showing that you are fit for the position offered. Completed background check forms and authorization for release of information must be provided to the agency upon receiving a conditional job offer.

Certificates, Licenses, Registrations: Current driver’s license, proof of vehicle insurance.

Driving and Use of Agency Vehicles: Employee’s must meet and maintain ability to be insured by the Agency’s insurance at the standard rate DMV driving record.

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 for enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

