



Preschool Promise Family Navigator

Organization overview

Marion & Polk Early Learning Hub (MPELH) is a non-profit located in Salem, Oregon and serves the Marion and Polk County geography. Together with the community, we have three overarching goals of kindergarten readiness, family stability, and that services are coordinated and aligned. Our mission as an organization is to convene, collaborate and catalyze action in our hub region to develop and better align services and resources for children and families; to actively enhance and build an early learning system grounded in equity and diversity; and to build capacity in community-based organizations and childcare providers.

General description of position function and purpose

The family navigator helps to sustain enrollment and foster healthy development for children in Preschool Promise by providing case management and resource navigation to families and providers. This is a non-supervisory position.

Minimum qualifications:

Education

- High school diploma or General Education Degree (G.E.D.) equivalent.
- Associate's degree in social work, counseling, nursing, health and human services, early childhood education, or a related field OR two years' experience with service delivery and/or case management.

Attributes and Abilities

- Able to interact respectfully with families and colleagues from diverse social, cultural, linguistic, and economic backgrounds. Accepting and affirming of different family structures, parenting styles, and abilities, with a dedication to equity and inclusion.
- Highly organized and attentive to details.
- Flexible in responding to changing needs and situations.
- Comfortable broaching difficult topics with families and working cooperatively through conflict to achieve shared objectives using a strengths-based approach. Able to communicate clearly and build consensus.
- Patient and persistent in obtaining information, motivating others, and tracking outcomes.
- Sensitive to adverse family experiences, with a commitment to upholding confidentiality and safeguarding protected information.

Knowledge

- Fluency with computers and mobile phone applications as well as office software and electronic record-keeping systems or databases.
- Awareness of supportive services, including governmental and nonprofit agencies, state and federal assistance programs such as SNAP/TANF/WIC/OHP/ERDC/SSI, and community resources in the greater Marion-Polk region.

Desired qualifications:

- Ability to read, write, speak, and understand Spanish or Russian. Bilingual/bicultural preferred.
- Community Health Worker/Traditional Health Worker (CHW/THW) certification or willing to obtain CHW/THW certification.
- Bachelor's degree in social work, counseling, nursing, health and human services, or early childhood education.
- Training in trauma-informed approaches.
- Knowledge of or experience with publicly funded preschool programs, including Preschool Promise, Head Start, and Oregon PreKindergarten (OPK).

Additional requirements:

- Successful candidate will be asked to provide evidence of their ability to legally work in the United States.
- Successful candidate must have a reliable, insured vehicle for work-related use, a current and valid driver's license, and a satisfactory driving record. Candidate must provide evidence of auto insurance at requisite levels upon request.
- Successful candidate must be currently listed in the Oregon Early Learning Division's Central Background Registry (CBR) or successfully obtain criminal background check clearance prior to start date.
- Successful candidate must complete abuse prevention training within 1 month of hire. The person in this position is considered a mandatory reporter.

Duties and responsibilities:

- Make referrals on behalf of families to assistance programs, health and special education providers, parenting classes, support groups, and other services in the community. Assist families in obtaining physical, dental, and vision examinations and mental health or special education evaluations.
- Empower parent/guardians to become involved in their child(ren)'s education and act as their advocate. Encourage parents/guardians to participate in parent councils and other advocacy networks and inform parents/guardians of their rights.
- Lead families through intake, goal-setting, and action planning in order to increase self-sufficiency and self-efficacy.
- Work with coordinated enrollment staff and preschool programs to identify family needs and achieve an 85% attendance rate in Preschool Promise.
- Act as a liaison between parent/guardians and preschool staff to foster positive relationships.
- Provide materials and information to promote healthy parent-child interactions and home learning.

- Use electronic records system to track child and family data and document interactions and outcomes.
- Follow up on referrals to ensure evaluations take place and appointments are kept. Problem-solve with families around transportation, language access, and other barriers to accessing services.
- Support preschools in offering family events and administering developmental, health, hearing, vision, and dental screenings. Recruit parent/guardian participation, interpret results, and guide families through next steps.
- Attend IFSP and IEP meetings, transition meetings, and conferences between preschool program staff and families regarding absenteeism, behavioral concerns, and other needs.
- Triage and staff family cases in meetings with partners and care teams.
- Attend community outreach events to increase awareness of early childhood education programs and parenting resources.
- Share resources with grantees/early childhood educators at community of practice meetings.
- Participate in ongoing professional development trainings related to early childhood development and literacy, trauma-informed and inclusive practices, and abuse prevention.

Work environment:

Team work environment - both in the office and remote working. Work closely with the Executive Director, Coordinated Enrollment Manager and coordinated enrollment team. Work closely with team members on related initiatives.

Due to COVID-19, the position will work primarily remote/from home. Computer and other telecommuting equipment will be provided. Frequent non-traditional work hour activities including community forums, work sessions, and one-on-one visits during evenings or weekends.

Working Relationships

Working relationships, both developing and maintaining, include parents, child care programs, Oregon Early Learning Division, MPELH Governance teams (Board, Regional Implementation Team, Collective Action Team), MPELH community partners, various government agencies, and other local and state.

Salary and benefits:

Expected salary range of \$59,500-64,500 annually, commensurate with knowledge, skills, and experience. MPELH offers a benefits package that includes Paid Time Off (PTO), health (medical/dental/vision) benefits for full-time employees and their spouse/dependents, a company-provided retirement/tax-deferred compensation plan, and life insurance policy.

Hiring Requirements:

- All Marion & Polk Early Learning Hub staff must be fully vaccinated against COVID-19 prior to the first day of work. Inability to show proof of vaccination may result in not being considered for the position.
- All offers of employment at Marion & Polk Early Learning Hub are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates.
- Successful candidate will be asked to provide evidence of his/her ability to legally work in the U.S. Successful candidate must have a reliable vehicle for work-related use and provide evidence of required auto insurance at requisite levels.

Required Education and Experience

- Associates degree with two years related working experience; or Bachelor's degree, ideally in Early Childhood Education, Social Work, Marketing, Business Administration or another related field; or equivalent combination of education and experience.
- Experience in an educational or family services agency setting is a plus.