|  |  |
| --- | --- |
| Job Title: | **Central Lake Family Support Partner** |
| Department: | **Child & Family Development** |
| Reports to: | **Program Services Coordinator** |
| Grade: | **S** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **EHS Program Manager** |
| Date: | **June 9, 2022** |
|  |
| **Purpose:** The role of Central Lake Family Navigator is to engage the entire Central Lake community in the work of ensuring a great start in life to every child through strong, resilient families that can provide nurturing and healthy experience for their children. |
| Position Objectives:* To promote and support nurturing relationships between parent/caregivers and their child and provide information and resources that assist parents/caregivers as their child’s first and most important teacher.
* To support family well-being through the family partnership process and to assist families in working towards and meeting individualized goals.
* To represent Central Lake, CLEO and NMCAA is a professional, supportive, and knowledgeable manner.
 |
| Essential functions:***Education and Early Childhood Development*** * In collaboration with parents, and using information from ongoing assessments, plan individualized home visits that enhance secure parent-child relationships, promote the home as a learning environment and reflect the critical role of Central Lake parents in the development of their children.
* In collaboration with each child’s parent, complete developmental screenings, and assessments to identify concerns regarding a child’s developmental, behavioral, motor, language, social, cognitive, and emotional skills.
* Implement the Parents as Teachers (PAT) home visiting curriculum with each enrolled child/family.
* If a child is eligible for services under Individuals with Disabilities Education Act (IDEA), partner with parents and the local agency responsible for implementing IDEA to collaborate and coordinate services.
* Work with mental health consultants/staff to provide support to families as needed and/or connect families with mental health services in the community.
* Conduct transition activities of each Central Lake enrollee when moving onward to the next educational setting.

***Child Health and Safety**** Conduct hearing, vision, and hematocrit screenings as needed and ensure that families receive screening results in a timely manner.
* Monitor Child Plus health reports to assess the progress made by enrolled families in meeting health goals and support families in addressing barriers.
* Maintain health and safety guidelines at all playgroup experiences and other program activities.
* Accomplish the Home Safety Checklist with enrolled families, supporting the family in making their home a safe environment.
* Collaborate with parents to promote children’s health and well-being by providing medical, oral, nutrition and mental health education support services.

***Family Partnerships**** Utilize Your Journey Together curriculum and Strengthening Families Framework/ 5 Protective Factors to build family partnerships and resiliency.
* Using designated program tools, assess family strengths and needs related to the family engagement outcomes as described in the Head Start Parent Family and Community Engagement Framework.
* Implement the family partnership process in collaboration with each enrolled family to support family well-being and offer individualized family partnership services based on family interests, needs, and aspirations.
* Assist families in achieving identified goals by reviewing individual progress and revising goals and strategies on an ongoing basis, as necessary.
* Link families as appropriate with Northwest Michigan Community Action Agency programs, community resources and service providers, and on-going health care systems to problem solve barriers and address family needs. (No Wrong Door)
* Engagement opportunities provided based on parent input and identified community need

***Management Systems and Procedures**** Attend monthly recaps, staff trainings, meetings, community meetings and participate in professional growth opportunities as specified by your direct supervisor.
* Establish an ongoing communication system with your supervisor to ensure support/guidance when concerns arise around family or staff safety.
* Maintain confidential, accurate and up-to-date child and family files.
* Adhere to scheduled work hours as required. Playgroups and parent meetings may require evening and weekend hours. Staff must adjust weekly schedule when this occurs so as not to exceed allotted weekly work hours.
* Implement Central Lake Early Childhood Communication Strategy.
* Utilization of Child Plus for all Central Lake families, including enrollment and attendance.
* Provide quarterly report information to the Grand Traverse Regional Community Foundation
* Identify gaps in programming and barriers to service
 |
| **Measured by:*** The accuracy and timeliness of completed work.
* The quality of services provided.
* Feedback from agency leadership, staff, community partners and families.
* Flexibility to adjust to situations and react as necessary for the betterment of the agency.
 |
| **Minimum Education:*** Bachelor degree in early childhood, social work, family studies or related field.
 |
| **Minimum Experience:*** Prior experience working with low income/at risk families.
* Experience working directly with children and families preferred.
 |
| **Essential Abilities:*** Ability to perform physical tasks to carry out specific job duties as outlined.
* Ability to meet the State of Michigan and Federal background check requirements.
* Ability to meet the State of Michigan physical and TB examination requirements.
 |
| **Minimum Skills and Qualities Required:*** A commitment to the NMCAA philosophy and mission and Cornerstones of Culture along with a willingness to adhere to the NMCAA Child and Family Development Program Guidance Policy.
* Demonstrate a strength-based approach in working with families.
* Possess effective written and interpersonal communications skills necessary to partner cooperatively with coworkers, families, other agencies, and health entities.
* Strong organizational skills with the ability to plan, organize, prioritize, and multitask to work efficiently and effectively.
* Knowledge of basic computer skills and office equipment.
* Dedication and adherence to confidentiality.
* Commitment to engaging in positive interactions with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Desire and ability to work openly and cooperatively as a team member.
 |
| **Minimum Physical Expectations:****Physical activity that often involves or requires the following:*** Keyboarding, sitting, phone work and filing.
* Extensive time working on a computer.
* Car travel
* Lifting under 25 lbs.
* Bending, stooping, reaching, climbing, kneeling and/or twisting.
* Pushing and/or pulling over 25 lbs. but not more than 50 lbs.

**Physical activity that sometimes requires the following:*** Lifting over 25 lbs. but not more than 50 lbs.
 |
| **Minimum Environmental Expectations:*** Routine use of standard office equipment such as computers, phones, copiers, filing cabinets and fax machines.
* Possible exposure to blood and bodily fluids.
* Possible exposure to communicable diseases.
* Exposure to potential traffic dangers and varying weather conditions when conducting work related travel.
 |