

# Solano Family & Children's Services

421 Executive Court North \* Fairfield, CA 94534 \* (707) 863-3950 option 7 \* (707) Fax 863-9772

## Job Description/Announcement

### Family Navigator I (Developmental Screening), Help Me Grow (Job #83)

Position Title:	Family Navigator I (DS), Help Me Grow	Type of Position:	Full-Time
Work Days:	Monday – Friday with occasional Saturday	Open To:	Public
Hours:	Vary between 8:30 AM – 5:30 PM; occ eves	Open Until:	Filled
Department:	Resource & Referral Program	Management:	NO
Reports to:	Resource & Referral Program Manager	Date Updated:	3/13/2020
Salary:	\$20.62 Hourly	Position Status:	Non-Exempt
Preferences:	Bilingual Spanish Required		

#### General Purpose of the Job

- Conduct developmental screenings on children ages 0 to 5 years of age utilizing the ASQ and ASQ-SE in office setting, during parent-child engagement activities, or in the child's home.
- Connect children to programs and services for developmental/mental health needs based on screening outcomes.
- Provide education and information on early childhood development and activities to support the building of age appropriate skills.
- Provide navigation and connections to resources and services for families in person, during parent-child engagement activities, community activities, and by staffing the Help Me Grow Call Center as needed.
- Enter new client information into data system, update information, and make follow up calls to confirm linkages to services.
- Provide data and reports regarding developmental/social emotional screenings monthly/quarterly to the Resource & Referral Program Manager.
- Work with families with complex issues to navigate community systems and organize and facilitate Family Support Plan meetings.
- In collaboration with other Help Me Grow staff, advocate for the needs of children and families around early childhood development and create awareness of the importance of school readiness.
- Develop and maintain contacts with other Help Me Grow partners.
- Assist the Resource and Referral Program Manager in screening coordination efforts with local pediatricians and other medical facilities.
- Other duties as required.

#### Qualification Requirements

- A minimum of two years experience using a computer database program, internet experience, and social media
- Minimum one-year experience working with children and families in an early childhood/child development setting, in a social service agency, or similar community resource service preferred
- Bachelors or A.A. degree in Child Development or E.C.E., or at least 12 Core Units of Early Childhood Education/Child Development preferred
- Bilingual Spanish required.

#### Knowledge, Skills and Abilities

- Knowledge of child development/childhood education
- Knowledge and experience working with children and families in various community settings
- Knowledge of local community resources and experience with linking families to these resources
- Excellent interpersonal, written, oral communication and customer service skills. Must possess a professional and friendly attitude and be able to quickly develop a rapport with clients in their home, community, and over the phone.

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- Excellent listening skills and the ability to ask inquiring questions, identify and understand concerns, and identify appropriate referral process
- Ability to work independently and as part of a strong team
- Multi-task oriented
- Familiar with and the ability to use computers for data entry, word processing and Microsoft Office products
- Ability to attend off-site trainings, meetings, workshops, work on occasional evenings, weekends, etc.
- Ability to lift at least 25 pounds
- CA Driver License and dependable auto with appropriate insurance coverage.

**Special Licenses or Certificates**

CA Drivers License and dependable auto with insurance coverage that is required by law.

Essential Functions	Description of Essential Functions
Perform Developmental Screenings	Conduct developmental screenings as assigned in office setting, during parent-child engagement activities, or in the child's home. Complete and score the screening tool and determine the need for referrals for needed services. Provide families with information, skills and support related to enhancing their child's development. Develop and equip parent with direct activities to enhance the child's development in one or more domains, including: cognitive, communication, fine and gross motor, and social emotional functions. Follow up within 2-3 weeks with parent to ensure child was connected to appropriate services.
Case Manage, Referrals, Data Entry, and Reports	Daily phone/email/face-to-face interaction with parents, Pediatricians, medical staff, and other contacts to collect information, make a connection, build rapport, educate, and make appropriate referrals to community services. Enter data into the data system and identify and relay appropriate resource and contact information. Enter notes and any significant information helpful for the referral agency. Complete the referral process to other Help Me Grow partners and perform follow up calls within 2-3 weeks. Work with families with complex issues to navigate community systems. complete data entry for reports or information regarding developmental screenings and Help Me Grow activities.
Family Support Plans (FSP)	Assist with development and facilitation of Family Support Plans, organizing multiple agencies for FSP meetings and provide support to parents receiving services from multiple agencies.
Resource Database and Social Media	Use the resource database for connecting families to appropriate services. Provide input regarding the HMG website and social media sites and enter appropriate articles/information regarding child development, activities, and resources. Assist the Outreach Specialist with inputting, updating and maintaining information in the computer

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	database.
Assist with Outreach Activities	Assist in Outreach Activities. Assemble handouts, training materials, etc.
Child Abuse Reporting	Report any suspected abuse, neglect or exploitation immediately to supervisor/manager. Complete necessary documentation for child abuse reporting.
Physical Requirements	Ability to lift at least 25 lbs.: ability to bend, twist, stoop, and sit for 2-4 hours at a time. Use computer and copy machine, speak clearly and communicate by phone.
Other Duties	Ability to travel and navigate personal vehicle during outreach. Share program information with SFCS staff in order to expand utilization of our services. Represent agency at community events, including some evening and weekend activities. Other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Application Information:** An agency application form must be completed and submitted to:

Solano Family & Children’s Services – Attn: Human Resources  
421 Executive Court North – Fairfield, CA 94534  
Or emailed to [kparkham@solanofamily.org](mailto:kparkham@solanofamily.org)

**To obtain an application, you may:**

- Visit our website at [www.solanofamily.org](http://www.solanofamily.org)
- Request via email at [kparkham@solanofamily.org](mailto:kparkham@solanofamily.org)
- Call the Job Hotline at (707) 863-3950 option 7
- Visit our office at 421 Executive Court North, Fairfield, CA 94534

**Additional Information:**

- Only the candidates who meet the job requirements will be invited to test and interview
- Employment is conditional pending satisfactory results of all requirements
- The position requires a pre-employment (post-job-offer) agency-paid drug screen, TB clearance and criminal background check

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