



## Family Navigator I Help Me Grow (bilingual Spanish)

### Position Type:

Full-Time

### Days:

Monday – Friday  
(Occ Weekends)

### Hours:

8:30 AM – 5:30 PM  
(Occ Evenings)

### Open To:

Internal & External

### Department:

Resource & Referral

### Reports to:

Resource & Referral  
Program Manager

### Management:

No

### Position Status:

Non-Exempt

### Salary:

\$21.29 Hourly

### Benefits:

- Medical
- Dental
- Vision
- 403(b)
- Aflac
- Life/ADD
- LTD
- FSA

### Date Updated:

3/9/2022

Do you have a desire to educate and engage with families on early childhood development and activities to support the building of age-appropriate skills for children 0 to 5 years of age? Then this may be the perfect position for you.

### WHO WE ARE:

Solano Family & Children's Services promotes and advocates for the well-being of children, their families and child care providers, by offering access to a variety of child care resources. We hire individuals who have a strong work ethic and are looking for a career that supports our mission and impact in Solano County.

### WHAT YOU'LL DO:

The Family Navigator I (Dev. Screener) will use the ASQ and ASQ-SE to conduct developmental screenings and connect children to programs and services that fit their needs based on screening outcomes. They will work with families with complex issues to navigate community systems and organize and facilitate Family Support Plan meetings.

### OUR IDEAL CANDIDATE:

The ideal candidate has a knowledge of child development/childhood education as well as experience implementing the Ages and Stages Questionnaire (ASQ). They should have a knowledge of local community resources, excellent interpersonal, written, oral communication and customer service skills. They should be multi-task oriented with excellent listening skills and the ability to ask inquiring questions, understand concerns, and identify appropriate referral process.

- 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
- 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
- Provide data and reports regarding developmental/social emotional screenings
- Advocate for the needs of children and families around early childhood development and create awareness of the importance of school readiness
- Provide outreach and relationship building with child healthcare providers, medical professionals, child care providers, etc., regarding the Help Me Grow Program (HMG) and referral process

### WHAT ELSE YOU SHOULD KNOW:

Drug screen and background check required after offer of position. Full job description is available on our website at [www.solanofamily.org](http://www.solanofamily.org) or request via email at [kparkham@solanofamily.org](mailto:kparkham@solanofamily.org). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Application Information**

<b>To Obtain an Application:</b>	<b>Application Submission:</b>	<b>Additional Information:</b>
<ul style="list-style-type: none"><li>• Visit our website at <a href="http://www.solanofamily.org">www.solanofamily.org</a></li><li>• Request via email at <a href="mailto:kparkham@solanofamily.org">kparkham@solanofamily.org</a></li><li>• Call the Job Hotline at (707) 863-3950 option 7</li><li>• Visit our office at 421 Executive Court North, Fairfield, CA 94534</li></ul>	<p>An agency application must be completed and submitted to:</p> <p><b>Solano Family &amp; Children's Services</b> Attn: Human Resources 421 Executive Court North Fairfield, CA 94534</p> <p>Or emailed to: <a href="mailto:kparkham@solanofamily.org">kparkham@solanofamily.org</a></p> <p>Or faxed to: 707.863.9772 Attention Human Resources</p>	<ul style="list-style-type: none"><li>• Only the candidates who meet the job requirements will be invited to test and interview</li><li>• Employment is conditional pending satisfactory results of all requirements</li><li>• The position requires a pre-employment (post-job-offer) agency-paid drug screen, TB clearance and criminal background check</li></ul>

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