



Community Resource Navigator

SUMMARY

First 5 Madera County is accepting applications for a Community Resource Navigator. Under the direction of the Family Resource Center Coordinator the Community Resource Navigator will provide prevention and intervention services to families with children aged 0-5, and help families access resources and services that support parent education, monitor the child's development, safety and well-being, enhancing parent problem-solving skills, help reduce/reverse risk factors and enhance protective factors.

QUALIFICATIONS

Option 1: Bachelor's or associate degree from an accredited institution in Early Childhood Education, Social Work or a closely related field, a minimum two-year's experience working with children and families, or

Option 2: High school diploma and college units in Early Childhood Education or closely related field, three-years of relevant experience working with children and families, and experience working with ethically and linguistically diverse children, families, and professionals, with oral and written bilingual Spanish preferred with either option 1 or 2.

Hourly Rate

\$21.02 - \$24.22 range based on education option and related experience.

BENEFITS

Paid vacation, sick, and holidays; comprehensive medical insurance, dental and vision coverage; life insurance and retirement benefit.

APPLICATION

1. Letter of Intent
2. Resume

Submit documents via email no later than 01/08/2025 by noon:

Diane Sandoval, Senior Program Manager

First 5 Madera County

dsandoval@first5madera.org

This is a fair employment practices agency, and position vacancies are open to all, regardless of race, religion, ancestry, or sex.

Position Title: **Community Resource Navigator**

Working Schedule: Full-time/ Non-Exempt

Range: L4

| General Description |
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| <p>Under the direction of the Family Resource Center Coordinator, the Community Resource Navigator (CRN) will provide prevention and intervention services to Madera County families with children aged 0-5, including referrals from the Department of Social Services (DSS) - Child Welfare Service (CWS) program to help families access resources and services that support parent education, monitor the child's development, and well-being (including safety), enhancing parent problem-solving skills, reduce/reverse risk factors and enhance protective factors.</p> |
| Major Duties and Responsibilities |
| <ul style="list-style-type: none"> • General case management for CWS referrals, including home visitation referrals. • Conduct outreach to Targeted Enrichment Neighborhoods (TENs) to promote optimal early childhood development and increase knowledge about protective factors. • Conduct screenings to assess family strengths and areas for improvement. • Assist families in applying or securing referrals for basic needs (CalWORKs, Medi-Cal, and SNAP benefits). • Assist with developing a family plan to strengthen families' protective factors. • Attend certification training and participate in continuing education to expand job knowledge, including attending educational opportunities and mandated training. • Track and monitor clients' progress, prepare and provide DSS quarterly status reports, invoices, and the final year-end report for clients served, reflecting services and referrals provided. • Monitors cases by verifying clients' enrollment, facilitating follow-up, advocating for needed services and entitlements, obtaining additional resources for patients within their care needs, intervening in crises, and acting as a mandated reporter. • Performs other duties as assigned <p>Other Duties:</p> <ul style="list-style-type: none"> • Participate in relevant training and workshops to remain current on family support principles and general professional development opportunities. • Provide Commission updates, as requested • Performs all other duties as assigned. |
| Qualifications |
| <p>Education/Experience:</p> <p>Option 1:</p> <ul style="list-style-type: none"> • Bachelor's or Associate's degree in Early Childhood Education, Social Work, or a closely related field from an accredited college. • Two (2) years of relevant experience working with children and families. • Experience working with ethnically and linguistically diverse children, families, and professionals. • Oral and written bilingual Spanish preferred. <p>Option 2:</p> <ul style="list-style-type: none"> • Any combination equivalent to graduation from high school and college units. • Three (3) years of relevant experience working with children and families. Relevant lived experience accepted. • Experience working with ethnically and linguistically diverse children, families, and professionals. • Oral and written bilingual Spanish preferred. |

- Possession of a valid California Class C driver's license and a reliable means of transportation. Incumbents must be insurable by the liability carrier of the Madera County Children and Families Commission.

Required Skills/Abilities

- Ability to work as a cooperative and supportive member of an interdisciplinary team;
- Ability to be flexible and meet program deadlines;
- Familiarity with developmental screenings and assessments, quality assessments (e.g., ASQ & ACEs, ERS) a plus;
- Familiarity with local and state early learning and childcare programs a plus;
- Maintains standards of confidentiality and a strong commitment to ethical practices.
- Working knowledge of Microsoft Word and Excel, as well as the ability to learn and master computer technology/software programs as needed;
- Strong oral and written communication skills;
- Bilingual candidates are preferred but not required.

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 10 pounds at times.
- Ability to travel independently with private or county transportation as required.
- Possession of a valid California Class C driver's license and a reliable means of transportation.
- Incumbents must be insurable by the liability carrier of the Madera County Children and Families Commission.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary for the position.