



JOB DESCRIPTION

JOB TITLE: PROVIDER NAVIGATOR

EMPLOYMENT TYPE: Full time

PAY: \$20.00 to \$22.00 hourly

GENERAL FUNCTION:

The PROVIDER Navigator will work in collaboration with Parent Institute for Quality Education (PIQE) to increase knowledge and skills among family childcare providers, equipping them with the tools to discuss mental health issues. Providers will learn about the impact of adverse childhood experiences (ACES) in a child's life, how toxic stress affects language development, and how using a wide vocabulary in any language can help children's brain development.

ESSENTIAL FUNCTIONS:

- Recruit, enroll, and build rapport with family childcare providers. Cohorts will be a maximum of 20 providers per cohort.
- Provide support to family childcare providers by giving them resources based on the needs of the providers.
- Assisting provider with referrals for children if the provider does not have a referral system in place.
- Attend all training courses given to providers to help guide them when they have questions on training topics.
- Prepare and submit reports to the Senior Program Director.
- Maintain a running record of services and benefits received in the clients' case files.
- Participate on all collaborative meetings.
- Complete appropriate follow-up on each case.
- Refer providers with mental health consultant when provider needs additional support with a child or family they are working with.

REQUIREMENTS:

- Clear and concise oral and written communication
- Teacher permit preferred and experience working in Early Childhood Education field.
- Experience in mental health preferred
- Bilingual in English and Spanish
- Personal transportation including a valid driver's license and proof current auto insurance



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OPERATING RESPONSIBILITY:

Must interact with agency employees at all levels in a personal and respectful manner. Requires excellent communication skills to represent the agency in a professional manner. Must present a positive attitude and work independently.

CONTACTS:

Has contact with all levels of agency employees as well as external contacts partners, sponsors and other non-profit executives.

WORKING CONDITIONS:

Works in an office environment.