



Job Description

Help Me Grow Childcare & Early Education Navigator

Employee Name:	Enter employee name	Effective Date:	Click here to enter a date
Division:	Child & Family Services	Program:	Help Me Grow
Position Code:	Enter the position code	FLSA Status (exempt/non-exempt):	Non-exempt
Position Type:	Full time	Shift:	Variable
Position Title:	HMG Childcare & Early Education Navigator	Location:	Enter location of position
	Enter the functional title		

I) Job Purpose

As a Help Me Grow Childcare & Early Education Navigator, you will be active in the community to provide access and referral coordination to families related to their childcare, Pre-K, and other resource needs. You will also work closely with a variety of childcare and early education entities to support their developmental screening practices and access to mental health consultation to support and strengthen nurturing environments. You will provide individualized, trauma-informed, culturally, and linguistically competent services based on high-quality, evidence-based practices for children and their families. As a Navigator, you will impact families, children, and teachers by promoting protective factors in families, classrooms, and the community.

II) Essential Functions

- A) Provide navigation to families to assist with their childcare and other community resources needs and follow up as needed to determine access and service provision.
 - i) Complete assessments with families to ensure referrals are appropriately made both internally and externally.
 - ii) Collaborate with school personnel, including teachers, counselors and/or directors, to ensure all needs are addressed.
- B) Assist with maintenance of knowledge base that houses local programs and resources that have capacity to serve families. Assist with updating knowledge base to include new service programs in the community for families.
- C) Build relationships with and provide training to area Pre-K program, early education, and childcare program leaders, providers, and educators.
- D) Link centers to Infant-Early Childhood Mental Health Consultation for social-emotional, early relational health, and trauma-informed supports and/or other MHMR and/or community-based early childhood programs.
- E) Support centers' developmental screening practices, introducing Help Me Grow North Texas screening access or another option chosen by center.
- F) Document contacts and content of contacts as required into FindConnect and/or Electronic Health Record (EHR), as appropriate, for admissions and/or documentation.
- G) Meet as scheduled with Navigation team and supervisor.
- H) Attend outside networking and referral source meetings as requested by supervisor.

- I) Demonstrate and maintain competency to perform as a credentialed Early Intervention Specialist (EIS), as determined by the state of Texas and MHMR Credentialing Department, initiated within 30 days of hire. Continued competency must be maintained every 2 years.
- J) Performance standards are performed as applicable with MHMR's **We CARE** values "We **C**onnect People in Our Community. We Provide **A**ccess to Services. We Link People to **R**esources. We **E**mpower People."
- K) Perform other job duties or responsibilities as requested or assigned.

III) Knowledge of Laws, Regulations, Policies/Procedures, Skills, and Abilities

- A) Knowledge of typical, atypical, and disordered development, and medical diagnoses and conditions impacting children birth through age 5, especially as they relate to learning, interpersonal, behavioral, and emotional problems; also, interventions appropriate to these conditions and problems and their impact on families.
- B) Knowledge of CFS program' eligibility requirements and services provided.
- C) MHMRTC Policies and Procedures
- D) FERPA and HIPPA compliance
- E) Communicate effectively verbally and in writing.
- F) Analytical and time-management skills or ability to be flexible and productive at a fast pace and produce quality work.
- G) Knowledge of protective factors and family-strengthening strategies and ability to build the capacity of parents. Knowledge of family interventions and parent training.
- H) Knowledge of infant mental health and social emotional developmental research and intervention techniques strongly preferred, including Trust Based Relationship Intervention.
- I) Working knowledge of community resources and case management principles. Exceptional knowledge of community resources: school district and TEA procedures, financial, medical and social/developmental as well as other community resources for intervention and ways to access them. Ability to network and communicate with other agencies to assist in meeting a child/family's needs.
- J) Knowledge and understanding of childcare licensing requirements.
- K) Knowledge and understanding of ASQ screening practices and ability to assist centers in strengthening their screening practices.
- L) Ability to multitask, maintain focus, and complete assigned tasks within defined timelines
- M) Use of coaching and/or motivational interviewing and trauma-informed approaches while building capacity of children, youth, families, co-workers, and teams.
- N) Knowledge of Texas laws regarding reporting adult and child abuse/neglect.
- O) Ability to proficiently operate a computer, software, and systems utilized by CFS, such as: Microsoft Outlook, Word, Excel & PowerPoint; myAvatar; UKG/Kronos; Teams; VPN; Salesforce, AgencyFinder and FINDConnect.

IV) Internal & External Customer Service

- A) Interact and respond using a compassion mindset, awareness of need for felt safety, and consideration of all variables affecting families and teammates.
- B) Work effectively with families/adults from various cultural, linguistic, socio-economic, cognitive, social-emotional, and educational statuses.
- C) Build and maintain effective working relationships with internal and external customers, including families, characterized by mutual support, open communication, trust, and respect. Always considering what is best for families in decisions about treatment and support.

- D) Discuss uncomfortable and potentially conflict-producing, stressful topics in a professional and effective manner with internal and external customers and maintain courteous interaction.

V) Travel

- A) This position requires periodic travel within service delivery area to home, school and community-based visits or meetings.
- B) Some out of town/state travel with the United States may be required for specified trainings, conferences, or meetings.

VI) Equipment Used

- A) Laptop computer
- B) Printer/copier/scanner
- C) Cell phone (*if applicable*)
- D) Hot spots (*if applicable*)
- E) Camcorder (*if applicable*)
- F) iPad for use by families (*if applicable*)
- G) Agency telephone (*if applicable*)
- H) Toys or therapeutic items (*if applicable*)

VII) Minimum Qualifications

- A) Minimum Education:** Bachelor's Degree
- B) Defined Education:** Bachelor's Degree in one of the following: Adaptive Physical Education – Child Development - Child Life – Communication Disorders - Family Studies – Health - Human Development – Psychology - Social Work – Rehabilitative Counseling/Rehabilitation Services - Sociology – Special Education **OR** any Bachelor's degree with a minimum of 9 hours of semester course credit relevant to early childhood intervention, including 3 hours of semester course credit in early childhood development or early childhood special education **OR** be registered as an Early Intervention Specialist (EIS) in the State of Texas prior to 09/01/2011 and maintain as verified by supervisor
- C) Preferences:** One (1) year Early Childhood Intervention (ECI) or related human services experience with children ages birth to 3 years old; Spanish-speaking.
- D) Substitutions:** In lieu of Bachelor's degree, must possess a minimum of 9 hours of semester course credit relevant to early childhood intervention, including 3 hours of semester course credit in early childhood development or early childhood special education requirement. Applicant may provide evidence of 40 clock hours of continuing education in early childhood development or early childhood special education completed within five years prior to employment or can obtain once onboarded. This can include but is not limited to continuing education on child growth and development, child psychology or child and adolescent psychology, children with special needs, typical language development.
- E) Years' Experience:** None required.
- F) Defined Experience:** None required.
- G) License/Certifications:** Eligible to be a credentialed Early Intervention Specialist (EIS), as determined by the state of Texas and MHMR Credentialing Department.
- H) Special Courses:** None required.
- I) Supervisory Experience:** None required.

VIII) Agency Requirements

- A) All staff are required to participate in agency Emergency Preparedness and Environmental Safety programs and may be assigned by their department as a key/essential staff level function during critical events or for the purpose of sustaining business continuity.
- B) This position may require temporary or permanent re-assignment to any MHMR Tarrant facility as determined by program needs and/or the Division/Director.
- C) Assigned work hours may change as the needs of the agency change.
- D) The Functional Title of this position may change as the needs of the agency change.
- E) All work will be completed within the scheduled work hours. All non-exempt (hourly) employees are expected to clock in and clock out for each work shift, no work should be done off the clock.
- F) Prior approval from supervisor is required for all Paid Time Off (PTO) and Overtime.
- G) MHMR reserves the right to change, add to or eliminate positions as it deems appropriate.
- H) Employment is at will, as well as agency needs may change.
- I) Agency dress code is to be followed at all times.
- J) Physical on-site presence, including regular attendance and punctuality, is an essential function of this position. Any changes or adjustments to your assigned work schedule or shift hours must be approved by your supervisor in advance.

IX) Occupational Demand Requirements

Note: Check the physical demands, mental requirements, and working conditions of the essential functions of the job. All jobs with the same job title must have the same requirements regardless if that requirement is not currently used by each employee in that position.

Physical Requirements

- Bending (neck)
- Bending (waist)
- Climbing (stairs)
- Climbing (ladders)
- Crawling
- Dual, simultaneous, and simple grasping
- Handling objects
- Kneeling
- Operating mechanical equipment
- Operating motor equipment
- Operating office equipment
- Pushing
- Pulling straight and hand-over-hand
- Reaching (above/below shoulders)
- Sitting
- Squatting
- Standing
- Stooping

- Twisting (neck)
- Twisting (waist)
- Using fine finger movement (manual dexterity)
- Walking

Other Requirements

- Speaking/understanding English
- Counting
- Writing
- Communicating orally
- Communicating electronically
- Performing calculations
- Reasoning and analyzing
- Reading and comprehending
- Accepting constructive criticism
- Maintaining regular onsite attendance

Work Site & Environmental Conditions

Note: This job may have potential occupational exposure to blood or other potentially infectious materials.

- Contact with water/liquids
- Exposure to dust, fumes, gases, or chemicals
- Exposure to excessive noises
- Exposure to variations in temperature that may not be independently controlled. (dampness, humidity, cold, heat, etc.)
- Exposure to unsanitary environments
- Exposure to high-crime environments
- Exposure to potentially hostile environments
- Exposure to radiant/electrical energy

- Must be able to carry/lift loads of:**
- Up to 15 lbs. Carry Lift
 - 15 to 44 lbs. Carry Lift
 - 45 to 75 lbs. Carry Lift
- Ability to see (with visual aid)
 - Ability to see (without visual aid)
 - Ability to perceive depth
 - Ability to hear (with hearing aid)
 - Ability to hear (without hearing aid)
 - Ability to identify colors
- Exposure to silica, asbestos
 - Indoor environments
 - Outdoor environments
 - Slippery/uneven walking surfaces
 - Travel by motor vehicle
 - Travel by plane
 - Working alone
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Requirements listed are minimal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

x) Supervisory Relations & Responsibilities

A) Supervisors (*role*): CFS Community Development Director

B) Supervises (*positions and how many*): None

C) Management Responsibilities: None

i)

XI) Specialized Program Expectations

A) Addendum required for Specialized Expectation

- YES NO

B) Addendum attached

- YES NO

C) Notes/Other:

XII) Signatures

I have reviewed this job description, it has been discussed with me, and I understand the performance expected of me. The above job description is intended to describe the general nature and level of work being performed by an employee assigned this job. This information is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Name:

Staff ID:

Employee Signature: _____

Date: _____

Supervisor Name:

Staff ID: Enter Staff ID

Supervisor Signature:

Date

MHMR is an equal opportunity employer. MHMR prohibits employment discrimination based on race, color, religion, sex, national origin, age, covered veteran status, disability, sexual orientation, transgender, gender expression, gender identity or any legally protected characteristic. This applies to all agency employment practices and decisions, including but not limited to, recruiting, interviewing, hiring, transferring, reassigning, promoting, demoting, compensation, benefits, terminating and other terms and conditions of employment. MHMR is also committed to working with and providing reasonable accommodation to individuals with disabilities. MHMR participates in E-Verify.