



## **Bilingual Family Navigator Position**

Conexion Latina Newport

Part-Time 20 hours

Pay Rate: \$22.00 hour

Start Date: June/July 2021

Based in Newport

### **Overview**

Under the direction of Conexión Latina Newport (CLN) in conjunction with the Newport Health Equity Zone (HEZ) and Newport Partnership for Families (NPFF), the Bilingual Family Navigator will establish relationships with Hispanic families with young children (birth-age 5) to assess family education needs and connect parents with resources with a focus on early childhood education. This is a grant funded position for 20 hours a week from July 5, 2021 to June 30, 2022, with the potential for yearly renewal.

### **Job Description**

- Connect and assess the needs of children and families in Newport's ever growing Hispanic community (caseload 20 families). Meet with each family to set education goals for children aged birth-5.
- Serve as a resource for parents to connect them with needed services, ensuring ease of connection with culturally competent Spanish speaking staff members.
- Meet with families on a monthly basis to discuss engagement/progress.
- Connect with local education service providers to establish a relationship and availability in early learning programs and parenting support groups.
- Assist with Pre-K or early childhood school enrollment.
- Create a brochure in English and Spanish of local evidenced-based programs available for young families.
- Attend the Thrive by Five meeting held monthly on the third Wednesday morning, with professionals working with children from birth-age 5.
- Maintain accurate records on families served and referrals made to measure program impact. Assess at end of year one, highlighting benchmarks achieved.
- collect education/program evaluations on each child to assess educational progress attained (done by pediatrician, school, or outside evaluator).
- Any other duties deemed beneficial to the goal of the position.

### **Qualifications**

- Experience working with young children and families
- Ability to speak, read and write Spanish and English fluently
- Reliable Transportation for home visits
- Computer skills required, database knowledge preferred

### **How to apply:**

Submit letter of interest and resume to Conexión Latina Newport via email no later than May 24, 2021

[info@conexionlatinanewport.org](mailto:info@conexionlatinanewport.org)