

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### FAMILY NAVIGATOR

**SALARY SCHEDULE: INSTRUCTIONAL – 10MONTH**

**COST CENTER: STUDENT SERVICES (9071)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree required. (Master's Degree preferred).
- (2) Counseling, Social Work, Psychology, or ESE certification required.
- (3) Minimum of at least three years of experience in education, community organizing, and/or social service.
- (4) Proven track record building positive relationships with parents and community.
- (5) Familiarity with the resources in the community and region.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child development, mental health issues and family dynamics. Ability to communicate effectively with parents and community partners. Experience in case management. Skills in oral and written communication. Ability to organize and manage time. Knowledge of available services and ability to access them.

**REPORTS TO:**

Executive Director or Designee

#### JOB GOAL

To develop and maintain a comprehensive system of partnerships, processes, and programs that support student mental health and resiliency. To provide assistance to students, teachers and parents enabling the student to reach his / her fullest potential.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Provide direct support to individual students at assigned schools having emotional, social, behavioral or attendance problems.
- \*(2) Provide direct support to parents of students who are exhibiting concerns impeding school progress.
- \*(3) Assist in the referral process of students or parents to appropriate agencies.
- \*(4) Prepare and maintain records as required.
- \*(5) Develop a partnership with community partners that establishes processes and protocols for inter-agency communication, referrals, and treatment of district students
- \*(6) Connect parents to community agencies to maximize educational successes.
- \*(7) Facilitate district-wide professional learning for staff and families on newly available mental health resources, and regular updates on district/community mental health partnerships available to students
- \*(8) Provide parents with information about access to district and community mental health resources, as well as information and activities to help their children build resilience
- \*(9) Align the process for referring students for mental health services to school based mental health providers or community mental health providers, and the need to advise the Family Navigator of such referrals
- \*(10) Provide direct support to schools based on department initiatives and/or school requests.
- \*(11) Demonstrate organizational skills and use time effectively.
- \*(12) Help parents understand and accept services from community agencies.
- \*(13) Demonstrate initiative in the performance of assigned responsibilities.
- \*(14) Model and maintain high ethical standards.
- \*(15) Follow attendance, punctuality and proper dress rules.

- \* (16) Maintain confidentiality regarding school matters.
- \* (17) Maintain positive relationships with staff.
- \* (18) When necessary, will be able to transport family and/or student.
- \* (19) Participate in workshops and training sessions as required.
- \* (20) Communicate effectively with staff, parents and students.
- \* (21) Provide direct support to schools based on department initiatives and/or school requests.
- \* (22) Assist in the completion of all District and department goals and initiatives.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 03**

\*Essential Performance Responsibilities

