

## **JOB DESCRIPTION**

### **Family Navigator: *Succeeding in School and Life: A Parent Empowerment Program***

#### **Position Overview:**

This position is dedicated to supporting parents and their children with intellectual and developmental disabilities, including those with Individualized Education Plans (IEPs) and 504 Plans. The Family Navigator role is a key component of the ***Succeeding in School and Life: A Parent Empowerment Program (S&L)***. Program work emphasizes parent empowerment through education and peer connection, with a strengths-based belief that young people with disabilities can pursue milestones comparable to those of their typically developing peers. The approach to this work is family-centered, strengths-based, and rooted in the belief that empowered parents and strong peer networks are essential to positive outcomes for children and young adults with disabilities.

The focus of this **Family Navigator** position is uniquely focused on primarily providing **support for S&L events**, with additional family-centered navigation services, as needed. This position will support implementation of S&L Family Socials and the S&L Teen-to-Young Adult programming, which focuses on peer-to-peer relationships and social development to reduce isolation, while providing parent empowerment and education within a like-minded community. The Family Navigator may also work directly with families to support individualized goals for their children of all ages, through direct support, coaching, education, and providing connections to community-based opportunities.

This role requires a *high degree of flexibility* and responsiveness to family needs, program schedules, and ability to adjust with poise and professionalism to the evolving priorities and tasks directed by The Arc Pikes Peak Region CEO and/or Advocacy Coordinator. The ideal candidate brings relational strengths, maturity, a high degree of skilled communication and professionalism, and organizational skills, with a strong understanding of family needs within the disability community. This position requires commitment to 3-4 evening events per month (occasional weekend). This position reports directly to the Advocacy Coordinator and may include additional duties as assigned.

**Reports to:** Advocacy Coordinator

**Essential Job Duties:** This role assists with the development and delivery of engaging, educationally based social programming. It represents The Arc-PPR and its S&L Program at community events and organizational initiatives and strengthens visibility and impact of The Arc Pikes Peak Region.

#### **Social Programming Support:**

- Help plan and execute inclusive social programming for teen-to-young adults with disabilities and their parents, with an emphasis on relationship-building and peer connection.
- Provide onsite support for the Succeeding in School and Life program events.
- Collaborate with The Advocacy Coordinator to ensure Navigation programming aligns with family needs and interests.
- Contribute to continuous program improvement through reflective processes, with focus on our mission.

#### **Family Support Navigation:**

- Serve as a consistent point of contact for parents for S&L program events.
- Work directly with parents to identify individualized goals for their children with disabilities and plan for support.
- Assist families, as needed, in navigating education and community-based supports.
- Provide referrals, information, and connections to relevant resources, programs, and services.
- Support parent empowerment and informed decision-making.

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### **Care Coordination & Collaboration:**

- Collaborate, as needed, with the Succeeding in School and Life staff to outreach and engage community partners for Succeeding in School and Life programming.
- Maintain appropriate documentation related to family engagement, referrals, and program participation.
- Assist, as needed, with outreach, enrollment, and engagement of families into programs and events.

### **Knowledge, Skills and Abilities:**

1. *Empathy and Relationship-Building:* Demonstrates compassion and builds strong, respectful relationships with families, children, and colleagues.
2. *Collaborative Teamwork:* Strong interpersonal skills with the ability to work effectively within a team and across community partnerships.
3. *Mission-Driven Leadership:* Embraces a servant leadership mindset and aligns work with the mission of The Arc Pikes Peak Region.
4. *Communication Skills:* Communicates clearly and effectively in both verbal and written formats.
5. *Cultural Competence:* Able to engage and collaborate with individuals from varied backgrounds and perspectives with authenticity and care.
6. *Organizational Skills:* Detail-oriented with the ability to manage multiple tasks, maintain accurate records, and stay organized.
7. *Tech Proficiency:* Comfortable using technology and digital tools (e.g., Canva, Google Workspace, Excel) for communication, planning, and data management.
8. *Problem-Solving and Adaptability:* Thinks creatively and flexibly to resolve challenges and respond to evolving program needs. Ability to take redirection and feedback and to rethink approaches to tasks.
9. *Independence and Judgment:* Works independently with maturity, discernment, and accountability.
10. *Relevant Knowledge and Experience:* Familiarity with I/DD services, disability waivers, special education supports, and/or experience working with families in educational or support settings is highly desirable.
11. *Enthusiasm and Excitement:* High energy for working and connecting with families of young people with disabilities. Ability to commit to 3-4 evening events per month (and occasional weekend).

### **Qualifications:**

- A bachelor's degree - ideally within psychology, social services, special needs (or related field/experience) is strongly preferred.
- Candidates with lived experience supporting individuals with disabilities and navigating related challenges are highly valued and encouraged to apply.
- Prior experience working with families of students with special learning or behavioral needs in any setting is preferred.
- Experience in event planning, agency coordination, or case management is a plus.
- Bilingual Spanish/English is a plus
- Must possess a current, valid driver's license and maintain active automobile insurance.
- Successful completion of a background check and pre-employment drug screening is required.
- Experience/background in early childhood development is also a plus.

**To Apply:** Please send a Letter of Interest, Resume, and three letters of recommendation to:  
Daryl Trujillo, Advocacy Coordinator ([daryl@thearcppr.org](mailto:daryl@thearcppr.org))

### **FLSA Status:**

Part-Time

Non-Exempt

Wage range \$25.00/hr.