



## Bilingual Family Navigator (Spanish)

Literacy Minnesota is seeking an individual for a limited-term, part-time **Bilingual Family Navigator** position. This position is 8 hours per week (or 0.2 FTE) and has an anticipated end date of May 31, 2022, with the possibility to extend depending on program needs. The core hours for this position include Monday and Wednesday mornings, including teaching a 1.5 hour online class on Mondays and/or Wednesdays. The remaining work hours will be determined by program needs and the availability of the successful candidate.

**Organizational Background:** Literacy Minnesota is a nonprofit organization dedicated to improving literacy throughout our state. Our team provides direct services and strengthens literacy programs in Minnesota and beyond by providing training, national service resources and technical assistance to other organizations.

**Position Overview:** The **Bilingual Family Navigator** provides parent education, developmental information and family support program enrollment services, assessment, resource and referral services. This position will use Literacy Minnesota's parenting curriculum to teach a 1.5 hour online classes twice a week, as well as be available for office hours, parent navigation, and organizational and community outreach and collaboration. This position reports to the Early Literacy & Families Manager. Work environment consists of a hybrid office/remote typical office environment. Time spent on the computer is approximately 80%.

**Specific responsibilities of the Bilingual Family Navigator** include, but are not limited to:

***Parenting and Parent Advocacy Instruction - 50%***

- Provide online parenting education.
- Regularly assess needs and screen parents to assist in determining eligibility for service programs and student needs for appropriate services and referrals.
- Collect and enter attendance data into Student Information Database (SID). Input data on a timely basis.
- Administers assessments in parenting class in order to track progress and assess needs.
- Perform other duties as assigned.

***ABE Navigation - 30%***

- Work with student parents one-to-one or in small groups to reduce barriers to class attendance and help them reach their career/college/personal goals. Navigation work includes: college entrance and success strategies; career counseling and development, social services assistance and referrals. Additionally, work with students on strategies for success in time management, planning, goal-setting, problem-solving and financial literacy.
- Provide detailed reports on navigation activities to Parent Mentoring Manager weekly.
- Assist in evaluation of the service as it relates to student persistence and goal attainment.

***Collaboration - 15%***

- Collaborate with ELF Preschool Teacher to exchange information on family literacy and student progress
- Work with ABE programs and Preschool Teachers in the planning and implementation of family activities at the learning centers.
- Collaborate with teachers to provide high quality navigation service to adult learners.
- Collaborate with community agencies in order to provide appropriate program referrals and information, as well as recruit learners.

***Professional Standards Accountability - 5%***

- Keep current on and follow mandatory child abuse reporting requirements.
- Maintain appropriate professional boundaries with participants.
  - Maintain confidentiality of family/participant records and information.



**Qualifications** for this position include:

**Required:**

- Advanced degree or certificate in early child development, human services, sociology, social work, substance use or related field, or:
- In lieu of degree/certificate, minimum one year experience in a field of service similar to case management, human services, social work, early child development or substance use disorders AND ability obtain First Aid and CPR certification after employment.
- Ability to read, write and speak fluently in Spanish and English.
- Ability to pass a background check.

**Preferred:**

- Excellent communication skills.
- Ability to receive supervision and work independently, problem solve, exercise good judgement and be solution-oriented.
- Knowledge and skill working with diverse populations.
- Positive, outgoing and flexible professional demeanor; ability to be resourceful, non-judgmental and tactful in dealing with both children and adults.
- Ability to effectively present information and respond to questions from parents or community.
- Strong organizational skills.
- Ability to write reports, correspondence and maintain accurate records.
- Ability to perform CPR and First Aid.
- Intermediate level of proficiency in Microsoft Outlook and Word.

**Compensation:** starting pay rate between \$18.30 – 20.33 per hour (commensurate with experience). At 8 hours per week this position is not benefits-eligible, but will accrue Paid Time Off (PTO) and be eligible for paid holidays.

**To apply:** Please email cover letter and resume with **Bilingual Family Navigator** in the subject line to: [hr@literacymn.org](mailto:hr@literacymn.org). This position open until filled, with priority given to applications received by **Wednesday, September 15**.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from members of BIPOC communities, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**