

Family Navigator Position Description  
FAST DBP project

**Job Summary:**

Provide information, support and guidance to families of children/youth with disabilities in order to empower them in effectively navigating the Educational and Transition-to-Adulthood systems on behalf of their child/children. Develop positive interactions with parents/, utilizing advanced interpersonal and communication skills, with a particular sensitivity to the concerns of all parents of children with disabilities and those receiving new diagnostic information.

**Essential Functions:**

- Mentor families assigned by physicians and fellows based on requests made.
- Assist parents in preparing for all aspects of the supports and navigation process including referral, placement and transition.
- Effectively problem solve with parents to outline concerns, identify barriers to community and school services and adequately address the full scope of the identified issue.
- Act as a resource for parents/professionals in requesting local and statewide information and supports.
- Model advocacy skills for parents, with a focus on personal empowerment.
- Assist parents in developing appropriate communication skills, so as to strengthen their partnerships with educators, professionals and other service/support providers, and develop the necessary skills to mediate differences with all service providers.
- Participate as an effective team member at monthly staff meetings.
- Provide the parent perspective and model family-centered interactions for all clinical staff and trainees.
- Maintain a comprehensive database.
- Accept other duties and responsibilities that may be assigned