

Parent Navigator (Part time) – Job Posting

About Kinera Foundation:

Kinera Foundation will enhance the quality of life for children with special needs and their families by providing parent support groups, social activities, access to various therapies and treatments, while continuing to support inclusive and community programs.

Kinera Foundation is a grassroots, parent led organization founded in 2013 and is recognized by the IRS as a 501(c)(3) nonprofit public charity.

Position: Parent Navigator

Location: Stevensville, MD

Reports to: President/ Executive Director

Classification: Part time

Position Summary: The Parent Navigator will, mentor, engage, empower and support families to play an active role in the care for their child with special health care needs (CSHCN), and will assist in connecting families to needed resources within their own communities. Services primarily take place in the Kinera Foundation Eastern Shore Regional Hub and/or within community. Parent Navigators will help families navigate services and assistance from community resources, as well as play an active role in the collaboration of services providers and partners serving children within the Kinera Foundation Eastern Shore Regional Hub. This is a part-time position, approximately 20 hours per week. Hourly range is \$15-\$20/ hour. Kinera Foundation is an equal opportunity employer.

Responsibilities:

1. Services provided to families are based on individual needs of the family, but may include:
 - a. On-going assessment of family needs
 - b. Providing support to families in navigating and utilizing community resources and supports to meet the needs of the family
 - c. Enhancing parent's capacity and ability to independently access information, resources and services relative to the child and family needs
 - d. Assisting with collaboration between family and providers, organizations, and or agencies providing service to the CSHCN
 - e. Referring families to support programs and services to address any issues present in the household
 - f. Empowering families through education and support to enable them to take the lead role in planning for and responding to their family's needs
2. Complete and maintain all required documentation of client records, data entry, etc. in required time frames
3. Maintain a collaborative relationship with parents, service providers and community services
 - a. Assisting in Community Outreach (may include)
 - i. Geographically relevant service providers
 - ii. Likeminded Agencies and Organizations
 - iii. Parents
 - iv. Local Board of Education
4. Ensures absolute confidentiality of Protected Health Information, as required by HIPAA

Experience and Skills:

1. Parent of a child with a special health care need preferred
2. High school diploma with experience in community services
3. Bi-lingual Spanish a plus
4. Excellent communication skills both verbal and written
5. Excellent computer skills, with proficiency in Microsoft based programs, data entry, email applications, social media platforms
6. Task oriented and team player

**All applicants are subject to a background check prior to hire

Cover Letters and Resumes should be submitted to Kate@kibera.org, with the subject title "**Parent Navigator Position**"

All resumes will be reviewed, and interviews will be scheduled in the order resumes are received, until the position has been filled.

This job description contains the major responsibilities of the position. This description may be changed at any time to meet the need of the organization and/ or the families we serve.