



JOB TITLE: Navigator
DATE: January 22, 2025
PROGRAM: DACRL
REPORTS TO: Aprendamos CEO
STATUS: Regular, Full-Time
CLASSIFICATION: Non-Exempt
APPROVED BY: Lindy Matthews
SUPERVISES: 0 (Number of employees)

POSITION SUMMARY:

In a unique collaboration between Doña Ana County Resilience Leaders (DACRL), the Community Foundation of Southern New Mexico (CFSNM), and Aprendamos Early Intervention Services, the 100% Family Center is being established to address the surviving and thriving needs of individuals and families in the Las Cruces Public Schools (LCPS) District. The Center will focus on families with children from birth to five years old. The **Navigator** will serve as a vital link among families, schools, and community resources. The Navigator will provide guidance, support, and connection to resources to help families access the services they need to thrive.

ESSENTIAL JOB FUNCTIONS:

- **Family Support:**
 - Build trusting relationships with parents and caregivers.
 - Provide individualized support to families, helping them navigate services and resources.
 - Guide families in developing personalized plans to meet their needs.
- **Resource Connection:**
 - Maintain a current understanding of available community resources, services, and programs.
 - Connect families to resources such as healthcare, education, social services, and recreational programs.
 - Assist families in accessing and utilizing these resources effectively.
- **Community Outreach and Collaboration:**
 - Spend approximately 20% of time building and maintaining partnerships with schools, community organizations, and service providers.
 - Coordinate community events to promote the services and programs of the 100% Family Center.
- **Documentation and Reporting:**
 - Collaborate with the 100% Family Center Coordinator to provide seamless support to families.
 - Maintain accurate, confidential records of family interactions.
 - Track and report progress, outcomes, and metrics of services provided.
 - Ensure compliance with organizational policies and procedures.



- All other Job Duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in social work, education, psychology, or a related field.
- OR Associate's degree with 3–5 years of experience working with families, children, and community resources in Doña Ana County.
- Fluency in English and Spanish (preferred).
- Strong understanding of community resources and services in Doña Ana County.
- Cultural understanding and experience working with Latino, Hispanic, and Spanish-speaking families and young children.
- Excellent interpersonal and communication skills.
- Ability to work both independently and collaboratively within a team.
- Strong organizational and time-management skills.
- Proficiency with software and computer applications.
- Ethical decision-making and problem-solving abilities.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

Ability to lift and carry objects weighing up to 40 pounds (e.g., boxes, equipment) without assistance. Capability to stand and walk for extended periods, including moving around the workspace, performing tasks, and interacting with colleagues or customers. Must be able to bend, stoop, crouch, and kneel to access various items, equipment, or workspaces as required. Aptitude to reach overhead, horizontally, and below waist level to retrieve and handle objects or materials. Capacity to perform physically demanding tasks continuously throughout the workday. Physical ability to move freely and quickly in various work environments, including navigating stairs, ramps, or uneven terrain if necessary. If the job involves driving, a valid driver's license, and the ability to operate vehicles safely and responsibly may be required.

Disclaimer:

- A. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time as required by the needs of the company.
- B. This description reflects management assignment of essential functions, and it does not prescribe or restrict those tasks that may be assigned or changed in the essential functions of this position.
- C. This job description is subject to change at any time as required by the needs of the company.

