

Parent Promise:

Parent Promise is a 501c3 nonprofit with the primary mission of strengthening families and preventing child abuse and neglect through the delivery of home-based family support programs by trained providers. We believe every child has a fundamental right to grow, play and learn in a safe and secure environment so they have every opportunity in life to succeed. Our parent education services are evidence based and we are accredited by the National Exchange Club Foundation and Prevent Child Abuse America. We are the Oklahoma chapter of Prevent Child Abuse America.

Position Summary:

The Family Resource Navigator is responsible for creating a continuous quality improvement program that builds a welcoming hub of supports, resources, and services accessible to community members. The Family Resource navigator will engage with the community to determine interests and in response, connect to community partners to support those interests by providing opportunities that include but are not limited to: activities, events, workshops, trainings, screenings, and concrete supports. The resources and services will support families, children, and community members of all abilities.

Qualifications:

- Bachelor's degree in early childhood education, social work, health, psychology or a related field or a minimum of five years' work experience with families and children. Supervised experience working with families and children is also recommended.
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful).
- Ability to establish rapport with families and empower them by building on their strengths.
- Strong organizational and record-keeping skills.
- Ability to work independently and be self-motivated.
- Computer skills; including web browsing, e-mail, Internet, and word-processing.
- Solid understanding of and experience in facilitating group discussions.
- Solid understanding of the Standards of Quality for Family Strengthening & Support.
- Must have reliable transportation and a current valid Oklahoma Driver's License with no violations according to Oklahoma Department of Public Safety records. Insurance and verification are required.

Essential Functions:

- Identify and nurture relationships with community members to determine needs, wants, successes, and barriers to prioritize system and referral sources.
- Identify and nurture relationships with community resources, services, and providers that can offer system support to families and community members.
- Develop and sustain a Parent Advisory Committee (PAC).
- Coordinate OFRC activities/events, meetings, workshops, and trainings that support resilience, self-sufficiency and leadership.
- Collect and maintain data to ensure compliance with established policies and procedures.
- Work with families and community members to navigate community resources and secure concrete supports.
- Purchase, inventory, and organize concrete supports in the family resource room to provide to families and community members in times of need.

Job Description

Family Resource Navigator



- Maintain a focus on children and youth of all abilities, including children and youth with special health care needs.
- Attend trainings as required, to include, but not limited to, Standards of Quality for Family Strengthening and Support, Developing and Sustaining Effective Parent Advisory Committees, Hope Awareness, Hope Navigator, and technical sessions.
- Engage in recruitment activities (as applicable).
- Other duties as assigned.

Please send a resume and cover letter to sheryl.miller@parentpromise.org by Friday, January 27, 2023 for consideration.