

**POSITION TITLE:** McKinney-Vento Family Resource Navigator

**QUALIFICATIONS:** Associate's degree in human services or a related field or two years of college credits required. Bachelor's degree is preferred. Experience working with children, youth, and/or families facing adversity required. Understanding of McKinney-Vento Homeless Education Act. Ability to establish appropriate networks within community to provide essential services for families and children. Ability to navigate family issues in a cooperative, collaborative manner with school staff, family, and community organizations. Valid Virginia driver's license and willingness to use personal automobile.

**PERFORMANCE EXPECTATIONS:** Connects families experiencing a housing crisis to needed community resources. Develops and maintains referring relationships with agencies providing housing support and community resources. Partners with the community to collect and organize needed tangible resources for families. Manages family assistance programs (e.g. resource room, holiday assistance, laundry). Conducts home visits with students and families. Maintains necessary records ensuring confidentiality of students and their families, monitors program progress/outcomes, and prepares related reports. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** The McKinney-Vento Family Resource Navigator is responsible for connecting families experiencing homelessness and housing instability with needed community resources in order to remove barriers to student enrollment, attendance, and academic achievement. Work is performed under general supervision. Work requires frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level, and visual acuity for preparing and analyzing written or computer data, operation of motor vehicles or equipment, and observing general surroundings and activities.

**REPORTS TO:** Specialist McKinney-Vento Homeless Education

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 117

**LENGTH OF CONTRACT:** 216 Days (11 month) *This is a grant funded position and contingent upon availability of funds.*

**FLSA:** Exempt