

Job Title: **Refugee Community Navigator**
 Job Family: **ParaEducator Specialists**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **031030**
 FLSA Status: **Non-exempt**
 Pay Range: **G11**

SUMMARY: This position facilitates communication with and provides community navigation for refugee students and their families to better meet the social and academic needs of the students. Responsible for providing comprehensive needs assessments, planning, advocacy, and follow-up for refugee students and families in order to remove barriers that impede students’ academic and social-emotional success; this includes coordinating and communicating with various district departments, school staff, parents/guardians, and community agencies. Fluency in the language or languages of the applicable refugee community required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary by location.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide comprehensive needs assessments, planning, advocacy, and community resource navigation for refugee students and families. Foster personal connection and relationships with refugee students and families in order to provide effective services and follow-up. Develop and mentor relationships with students, parents, district personnel, and the community by facilitating and organizing engagement activities programs. Facilitate culturally relevant activities that may occur after school hours. Attend and participate in Parent Advisory committee meetings and related events to ensure parents understand and have access to full participation in their child’s education. Maintain communication logs and documentation in Infinite Campus. Collect, maintain, and report program data.	D	30%
2. Coordinate and communicate with school district departments, school staff, and community organizations in order to effectively match refugee student and family needs to appropriate services. Attend meetings with and on behalf of refugee students and families both at school and in the community. Participate in outreach events and provide training to district and school staff about the unique needs of refugee students and families.	D	30%
3. Collaborate with outside community organizations to increase refugee access to opportunities for academic and social success. Seek out and facilitate opportunities for refugee youth and families to access local programming opportunities that support mental and emotional wellness, including summer programming, adult education, athletics, and recreation.	D	20%
4. Transport refugee students and families to appointments as well as opportunities to access their local community resources and educational and enrichment opportunities.	W	5%
5. Provide Medicaid, CHP+, EBT, WIC, and other public benefit enrollment and support to refugee students and families.	W	5%
6. Identify and connect refugee students who are not successfully engaging in the education process. Determine the possibility of re-enrollment, re-engagement, or an alternative for successfully continuing/completing the education process. Promote postsecondary opportunities and events and facilitate the financial aid process for refugee students.	W	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Spoken and written fluency in the language or languages appropriate to the refugee community served as well as English required.
- Bachelors degree in education, social work or equivalent relevant experience preferred.
- Two (2) years of experience in Community Service and Outreach preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Current driver's license required.
- Copy of MVR Report
- Must be meet district's insurance requirements to drive a district vehicle within (30) days of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to diffuse and manage volatile and stressful situation.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Whole Child Initiatives Coordinator	130801

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	