



721 4th Ave.  
#891  
Kirkland, WA 98033

[Info@WashingtonAutismAdvocacy.org](mailto:Info@WashingtonAutismAdvocacy.org)  
[WWW.WashingtonAutismAlliance.org](http://WWW.WashingtonAutismAlliance.org)  
425.894.7231 (tel)

## Family Navigator - Community Engagement (Eastside, WA)

**Washington Autism Alliance (WAA)** is dedicated to improving the lives of individuals with autism spectrum disorders (ASD) and other intellectual and developmental disabilities (IDD) and their families. We provide essential support services, including:

- **Family Support:** Offering guidance, resources, and community connections to help families navigate challenges and access appropriate services.
- **Training and Education:** Providing training and education to professionals and families on evidence-based practices, early intervention, and other relevant topics.
- **Advocacy:** Advocating for policies and systems that support individuals with ASD/IDD and their families, including increased access to healthcare, education, and community services.

Embark on a fulfilling career at WAA. Our purpose-driven work and collaborative team environment offer the chance to make a real impact while growing professionally and personally.

### Position Summary:

We are seeking a passionate and dedicated Family Navigator to play a critical role in the successful implementation of a grant-funded program serving families on the Eastside of Washington State. The Family Navigator will focus on community engagement, outreach, and building strong relationships with families, community partners, and service providers. This role will connect families with vital resources, support grant objectives, and contribute to the overall well-being of the Eastside community.

### Responsibilities:

- **Community Outreach and Engagement:**
  - Develop and implement outreach strategies to reach target populations within the Eastside community, including underserved and marginalized families.
  - Build and maintain relationships with community organizations, schools, libraries, healthcare providers, and other relevant stakeholders.
  - Represent the program at community events, meetings, and forums to increase awareness and promote program services.

- Conduct presentations and workshops to educate the community about available resources and program benefits.
- Actively seek out and engage with families to understand their needs and connect them with appropriate support.
- **Family Navigation and Support:**
  - Provide individualized support to families, including assessment of needs, development of service plans, and connection to resources.
  - Assist families in navigating complex systems, such as healthcare, education, and social services.
  - Advocate for families and ensure they receive the support they need.
  - Maintain accurate and confidential records of client interactions and services provided.
- **Grant Implementation and Reporting:**
  - Contribute to the achievement of grant objectives and performance measures.
  - Collect and track data related to program activities and outcomes.
  - Assist with the preparation of reports for funders and stakeholders.
  - Participate in regular team meetings and training sessions.
- **Collaboration and Communication:**
  - Work collaboratively with program staff, community partners, and funders.
  - Maintain clear and consistent communication with families and stakeholders.
  - Participate in cross-agency collaboration efforts to improve service delivery.
  - Perform other duties as assigned.

#### **Qualifications:**

- Proven experience in community outreach, engagement, and/or family support services.
- Strong understanding of the needs and challenges faced by individuals with Autism and other developmental disabilities and their families.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.
- Knowledge of local resources and service providers.
- Proficiency in Microsoft Office Suite, Google Suite and data entry.
- Ability to maintain confidentiality and adhere to ethical standards.
- Valid Washington state driver's license and reliable transportation
- Must be willing to travel to various community providers in Bellevue, Kenmore, Renton, Seatac and Covington

#### **Desired Attributes:**

- Passion for serving families and improving community well-being.
- Strong advocacy skills and a commitment to social justice.
- Ability to build rapport and establish trust with individuals and families.
- Flexibility and adaptability in a dynamic environment.
- Experience with grant funded programs.
- Experience working with diverse populations and a commitment to cultural competency.

- Bachelor's degree in social work, human services, or a related field (or equivalent experience).
- Bilingual or multilingual skills preferred (especially Spanish).

**Location:** Eastside, King County (ideal candidate lives in Bellevue).

**Appointment:** Part Time, 10 hours per week

**Compensation:** With experience ranges between \$22/hr and \$23/hr

**To Apply:** Please submit your resume and cover letter outlining your qualifications and experience to [office@washingtonautismadvocacy.org](mailto:office@washingtonautismadvocacy.org)