



Down Syndrome Alliance of the Midlands Family Navigator Job Description (Part-time)

Organization Overview:

The **Down Syndrome Alliance of the Midlands (DSA)** is committed to connecting those touched by Down syndrome through education, advocacy and support. We believe this can be achieved by providing families and individuals living with Down syndrome with meaningful, convenient, and unique opportunities to discover independence and to celebrate their achievements. Our vision is for people with Down syndrome to achieve their fullest potential in an accepting and inclusive community. We exist to support families, promote community involvement, and encourage a lifetime of opportunities for people with Down syndrome.

Position Overview:

Our new Family Navigator role was created to better serve all families. DSA will employ a Family Navigator to represent our Spanish speaking families and individuals with Down syndrome living in our service area.

A primary role of a Family Navigator is to provide support, assistance, and quality referrals for Spanish speaking families impacted by Down syndrome in the Omaha metro area. Additionally, the role collaborates with DSA's relationships with social workers at local hospitals, schools, and community partners to connect individuals/families with partner programs and community resources. Equally as important, the Family Navigator will provide feedback to DSA on community needs and assist with program development.

Primary Responsibilities:

1. Actively recruit new families who are not yet involved with DSA and increase engagement with existing and new minority families.
2. Serve as a liaison between DSA and existing and new minority families by providing insights, recommendations, and implementation alongside the DSA team.
3. Explore and establish partnerships with community organizations and businesses to enhance and expand collaborative minority outreach efforts.
4. Promote inclusion and recruit participation for DSA events.
5. Assist in planning, promoting, implementing, and evaluating DSA-hosted educational seminars and programs for minority families.
6. Respond to calls and emails welcoming new families.
7. Respond to calls and emails requesting community linkages and referrals, as well as other requests.
8. Connect and collaborate with other organizations that serve DSA minority membership.
9. Provide cultural expertise and support to DSA to expand outreach efforts to intentionally engage new families.
10. Maintain complete documentation on programs, seminars, and events.
11. Represent DSA at applicable community programs, resource fairs, and networking events.
12. Support DSA fundraisers and events through assigned duties as needed.

Job Qualifications:

1. Passion for the mission and vision of Down Syndrome Alliance of the Midlands.
2. Bilingual in English/Spanish is a must
3. Strong communication skills and ability to maintain and foster relationships across a diverse set of individuals.
4. Comfortable working independently as well as part of a team.

5. Background in social work, special education, or prior professional experience working with individuals with intellectual or developmental disabilities is desired.
6. Must have the ability to effectively and strategically communicate with individuals with Down syndrome and their families.
7. Must maintain clear and organized notes and documentation.
8. Must complete all necessary background checks and other pre-hire requirements as set forth by the organization and according to state and federal rules and regulations.
9. Works outside of normal business hours, on weekends and nights as required by event.

Job Details:

1. Hours: Part-time, Flexible, 5-10 hours per week
2. Location: Virtual, with occasional hours at DSA office
3. Pay: \$20 - \$25 per hour, depending on experience
4. Reports to Executive Director

DSA is committed to fostering a diverse and inclusive workplace. We believe in the value of different experiences, skills, and voices in strengthening our work and achieving our mission. DSA is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, familial status, veteran status, sexual orientation, genetic information, public assistance, local human rights commission activity, gender identity or any other characteristic protected by applicable federal, state, or local laws.

Interested candidates should submit resume and cover letter to the attention of Leah Boldt at bolt@dsamidlands.org.