



Martha's Vineyard Community Services, Inc.

Care Navigator, Link and Navigate Program at Disability Services

Job Description

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### **Job Summary**

Working under the direction of the Disability Services (DS) Program Director, the Care Navigator is responsible for the coordination, implementation, and sustainability of the Link and Navigate Program. Link and Navigate offers a primary connector resource for individuals and families to access the services that they need. The position may require occasional evening and weekend hours. This is a part-time 20 hours per week position.

### **Job Responsibilities and Essential Functions (essential functions\*):**

#### **A. Community Coordination and Advocacy\***

- Serve as primary contact for community disability resource inquires; provide families, providers, individuals with disabilities with appropriate referrals to local, regional and state resources
- Provide updated information to First Stop MV and serve as primary information sources for First Stop related to resources for persons with disabilities
- Coordinate the dissemination of resource materials online, social media, and digital and print press
- Share information at community coalitions and civic groups
- Have strong presences at appropriate community events related to resource sharing for families

#### **B. Care Navigation\***

- Provide 1:1 care navigation supports using person centered planning model of services including regularly scheduled client check-ins, facilitation of client team meetings, making referrals for additional services and supports when applicable
- Through a team care navigation approach, work with client, family, natural supports, and the provider community to reduce barriers to service access
- Work directly with the Provider community and other community resources to reduce service barriers, create solutions for success, and formulate client-specific strategies for service access

#### **C. Contract Management\***

- Formulate program benchmarks for ongoing contract monitoring and reporting
- Track community inquiries to inform program development
- Complete all reporting. Submit monthly report to Disability Services based on program benchmarks

#### **D. Funding Sustainability\***

- Mine for opportunities for sustained and increased funding to support the program's long-term

- viability
- Write small and large grants when needed or requested

#### **E. Team Involvement\***

- Participate as an active member of the Disability Services team
- Actively participate in the supervision process at intervals determined in conjunction with program management
- Attend agency meetings and events as appropriate. Cultivate high visibility within and external to the organization
- Work in collaboration with the Program Director to align Care & Navigate with other MVCS programs

#### **Qualifications**

- Experience working with individuals with disabilities across the lifespan preferred.
- Experience in community organizing preferred.
- Proficiency in word processing and excel.
- High level of communication, organizational and leadership skills.
- Ability to maintain confidentiality of information
- Ability to foster a collaborative, team-oriented work environment
- Respect for individual differences and dignity
- Culturally responsive approach
- Ability to organize and prioritize work
- Knowledge of evidence based programming
- Valid Driver's License
- Reliable independent transportation

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.