



## **MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION**

**JOB TITLE:** Child Welfare Navigator

**DEPARTMENT:** Behavioral Wellness

**PROGRAM:** Cultural Broker Advocacy

**REPORTS TO:** Program Director

**SALARY:** \$22-\$26/hour

**BENEFITS:** Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

**LOCATION:** MICOP Office, Santa Maria

**STATUS:** Non Exempt

**HOURS WORKED:** Full Time, 40 hours/week

**HOW TO APPLY:** To apply, send resume to and cover letter to: [HR@mixteco.org](mailto:HR@mixteco.org)

**DEADLINE TO APPLY:** Open until filled

**Note:** You will receive an email or phone call ONLY if we decide to schedule an interview or if we have follow up questions.

### **ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT**

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

### **Summary**

The person in this position assists families involved with Children Welfare Services (CWS) with culturally and linguistically appropriate services. This includes communicating with clients in their indigenous language and incorporating indigenous perspectives as they navigate the Child Welfare System. The Child Welfare Navigator will ensure clients understand the services available throughout the CWS system, eliminate barriers to entry, ensure they are able to make and receive appointments, provide interpretation and cultural context, assist in service navigation, and coach and mentor clients. The Navigator will work with the CWS social worker to ensure communication and appropriate service is provided.

## **Responsibilities**

- Provide cultural broker services to a minimum of 25 families across the child welfare continuum (prevention and intervention)
- Refer and connect families to community resources
- Create an environment where the family/youth feel welcomed and included
- Provide linguistic support to the family/youth in their preferred language variant to ensure they are able to communicate with the social worker, caregivers and service providers.
- Conduct culturally sensitive assessments and assist social workers to incorporate a cultural lens in case assessment and planning.
- Advocate for families to ensure equitable access to services. Communicate with service providers as needed to support family response and attendance.
- Assist in the development and implementation of culturally appropriate service plans and facilitate communication by interpreting and translating information as needed
- Collaborate with social workers for case planning and case update activities including, but not limited to, attending Child Family Team Meetings (CFTM) for open cases as well as participating in any other collaborative meeting deemed necessary to support reunification, stabilization and permanency efforts
- Attend Child Family Team Meetings, social worker home visits, and court hearings as needed
- Provide support in person primarily as well as text, virtual, telephonic and via email
- Communicate with the family/youth as needed, but no less than weekly during the initial contact period.
- Represent and advocate for the family/youth and their rights as an indigenous community
- Other duties as assigned

## **Requirements**

- Mission driven, desire to work and advocate for the community, and support, empower and organize the indigenous migrant community in California's Central Coast.
- Proven ability to prioritize workload.
- Ability to adapt to new settings (field work, community homes) and provide services in various work environments.
- Ability to be collaborative but also self motivated and able to work and execute projects independently.
- Ability to track individual cases, coordinate, and organize work effectively.
- Language abilities: Trilingual Mixteco, Spanish, English speaker.
- Computer skills – MS Word and Excel
- Ability to enter accurate data into the database.

- Able to pay close attention to details.
- Excellent interpersonal and verbal skills, including the experience and ability to interact with staff, agency representatives, and especially community members.
- Ability to work a flexible schedule (meetings and activities may happen during some evenings and/or weekends).

**Experience**

- High school degree or equivalent work experience.
- Direct experience working with Mixteco/ Indigenous families and/or the community.

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY**