



---

## Early Childhood Navigator *Job Description*

The purpose of the Early Childhood Navigator is to provide services to families and childcare providers that assist them in finding and retaining staff, navigating paperwork required to start a childcare center and hosting informational sessions on how to become a provider.

### **Family Engagement**

- Conduct interviews to identify family needs (childcare, financial aid, mental health, etc.).
- Provide personalized referrals to childcare providers, subsidy programs, and community resources.
- Support relationships with community members by providing services at LEAVEN one day per week.
- Support Family Resource Center work as necessary (Diaper Bank, Safe Sleep)

### **Provider Support**

- Assist childcare providers with licensing, subsidy enrollment, and professional development opportunities.
- Share resources on mental health support and family engagement strategies.
- Provide back-up support for Pre-licensing and Certification

### **Community Outreach**

- Build partnerships with local agencies (health, housing, workforce development).
- Attend community events to promote early childhood programs and resources.
- Participate in Chamber events to increase visibility and outreach on services
- Host Build your Business sessions to get community members interested in becoming child care providers

### **Follow-Up & Case Management**

- Maintain regular contact with providers to ensure successful enrollment and ongoing support.
- Track progress and troubleshoot barriers (transportation, language access, etc.)

### **Recruitment**

- Conduct outreach campaigns targeting individuals interested in childcare careers (social media, job fairs, community events).
- Refer candidates to appropriate entry points:
  - Pre-licensing
  - Certification
  - Child Care Foundational Training (CCFT) events
- Maintain a pipeline of potential providers and track progress through licensing or certification

**Retention**

- Identify at-risk programs and provide sustainability support:
  - Financial stability resources
  - Quality improvement referrals
- Offer transition support for staff at closing centers:
  - Share job postings
  - Promote family childcare opportunities.
  -

**Training and Technical Assistance**

- Be able to support the agency with training and technical assistance for childcare providers
- Complete train the trainers as necessary for CCR&R and Family Resource Center work

**Starting Pay \$18.00-\$20.00 per hour****Benefits:**

- Health insurance stipend
- Retirement
- Holiday Pay (13 holidays)
- Vacation and sick time
- Short Term Disability