



OCCDA Parents As Teachers (PAT) program  
“Resource Navigator”  
for Immigrant and Multilingual Families  
Job description

**SUPERVISOR:** Education Programs Supervisor

**COMPENSATION:** Starting pay rate of **\$21 /hr (commensurate with experience)**, starting at **15** hrs/week. This is a grant funded position, subject to continuation of grant funding.

**BENEFITS:** Sick time accrued at a rate of 1 hour of sick time for every 40 hours worked.

**LOCATION:** Oxford Circle neighborhood of Philadelphia, PA, 19149.

**ABOUT OCCDA:** The mission of OCCDA is “to extend healing and hope in the Oxford Circle community, believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels.”

Located in one of the most diverse neighborhoods in Philadelphia, our programs address the economic disadvantages families, individuals & small businesses face, and enrich our under-funded and under-performing educational systems with both in-school and out-of-school support services for academic and holistic development of children and adults.

**POSITION DESCRIPTION:** The role of the **Navigator** is to help families solve barriers that affect children’s & families’ holistic wellbeing, complementing the work of the PAT Parent Educators. Skills in navigating resources for immigrants are desired, and bilingual in Spanish or Haitian Creole is a plus.

Our *Parents as Teachers* (PAT) home visiting program, is made up of 5 bilingual *Parent Educators* serving parents of kids ages 0-5, speaking Spanish, Haitian Creole, Mandarin, Arabic, or English. These staff coach the parents in a curriculum to help improve school readiness. When staff learn of needs their families have outside of the scope of their curriculum, they will refer families to the Navigator. When translation is necessary, PAT staff may help relay info back to families.

The **Navigator** is a newly created position, born from the needs families in the PAT program have expressed to their PAT staff that are outside the direct scope of Early Childhood Literacy, but important to the family’s and child’s holistic wellbeing. Needs may include: *navigating immigration paperwork, access to healthcare, housing security, food & job assistance programs, language-specific community services*, and more.

**Responsibilities of a Resource Navigator:**

1. Create and maintain a resource list of language-specific community resources available in Oxford Circle. (PAT staff have started compiling a preliminary list to build on.)
2. Work with PAT Parent Educators to gather referrals of families in need of assistance, in all 5 language groups.
3. Research resources, and create simple steps for PAT staff to relay, or present directly to families.
4. Where more help is needed, walk with families, suggesting next steps they can take to overcome the hurdles they face, and collaborating with other resources across OCCDA staff and in the Oxford Circle community.
5. Keep track of everyone referred to you in a shared online database. For reporting purposes: Sort each family into tiers of how extensive your work is with them, and keep track of how many families served.



6. Success stories: with permission from families, share with Grant Reporting & Donor Relations teams: stories of how families have benefited from your work with them.
7. Participate in PAT staff meetings, and seek opportunities to network with staff in OCCDA and the community.

Job Qualifications:

- An understanding of and a commitment to carry out the mission of Oxford Circle CCDA.
- Skilled in navigating resources for immigrants.
- Bilingual in Spanish or Haitian Creole preferred.
- 2-5 years experience working with diverse populations, in case management, social work, immigration, community resources, and/or Bachelor's degree in a related field preferred.
- Preference for candidates living in or near the Oxford Circle neighborhood, or connected with local resources.
- Self-starter, able to develop a new role. Ability to problem solve and work under limited supervision.
- Organized, and able to strategize to reach outcomes.
- Strong communication and relational skills.
- Ability to establish rapport with families and empower them by building on their strengths.
- Computer literate with ability to use Zoom, MS Office, and case management database.
- Ability to attend parent visits (virtual or in person) as needed, with some flexibility for evenings / Saturdays.

Highlights:

- Warm, cohesive PAT team.
- Flexibility developing regular 15 hour/week schedule with supervisor, aligned with PAT staff meetings and overlap.
- Potential for increase in hours and role.

To apply for this position: please send your resume to [Ashley@occcda.org](mailto:Ashley@occcda.org), CC: [Katie@occcda.org](mailto:Katie@occcda.org), with "Resource Navigator" in the subject line.