



HUNE

Job Title:	Family Educational Navigator	Job Category:	Education Support Services
Location:	HUNE	Travel Required:	Yes
External posting URL:	contactus@huneinc.org	Salary	\$ 18-20/hr.
Fax or E-mail: (215) 425-6204 or contactus@huneinc.org Attention: Human Resource Department RE: FEN		Mail: HUNE Human Resources Department 2215 N. American Street Philadelphia, PA. 19133	

JOB DESCRIPTION

Role and Responsibilities

The FEN assists parents in obtaining free appropriate public education for their children by: providing parents with technical assistance; letter writing and/or writing letters or documents for parents if necessary; giving non-bias advice and options according to law; conduct trainings; provide resources attending meetings and follow through with each case individually. The FEN is also responsible for maintaining up to date on trends related to Special Education; attend meetings and conferences as appropriate; conducting intakes, answering phones, filing, copying, maintaining client's files on Access, PIX, and Aunt Bertha databases maintaining own office space. Some responsibilities include:

- Collaborates with internal and external stakeholders;
- Maintain current with trends related to Special Education;
- Disseminate project training information, including exhibits, outreach activities and website
- Adhere to HUNE's data requirements and documents all client information and contacts, in-person and collateral, as per HUNE protocol;
- Participate in evaluation activities and assist in collecting and coordinating data on computer and maintaining database.
- The FEN will provide the Executive Director and/or her/his designee with a monthly report on the status of trainings and clients served by the 7th of every month;
- Ensures that documentation is submitted in accordance with HUNE standards, and meets all designated requirements;
- Conducts and attends outreach events, representing HUNE;
- Consults and collaborates with parents, team members, school faculty, and other referral agencies;
- Participates in regular staff meetings and annual parent conferences;
- Serves on committees designated by HUNE;
- Keeps informed of current memoranda by checking individual mailbox, posted memos/newsletters and staff/child information board;
- Maintains current best practice standards through participation in conferences, webinars, workshops, reading related journals and literature;
- Maintains confidentiality at all times;
- Adheres to work schedule as directed;
- Represents HUNE in professional dress, manner and appearance;
- Exhibits an ability to handle conflict in a calm, appropriate, and professional manner;
- Performs other related duties as assigned by supervisor and/or Executive Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- **MUST BE BILINGUAL:** Speak and write English and Spanish fluently.
- Ability to work well with others.



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- Willing and eager to learn, must be a self-starter.
- Computer literate. Microsoft Office experience.
- Preferably 20 college credits and must have a High School degree.
- Experience in training and/or related field.
- Demonstrated writing skills.
- Ability to keep good records and collect required data.

DESIRED QUALIFICATIONS:

- *Parents of children with disabilities encouraged to apply.*
 - Outspoken individual with experience with effective communication.
 - Knowledge of special education laws and community resources.
 - Minimum of Associates Degree.
 - Experience in community/human/social service, especially in Latino community.
 - Demonstrated connections with community service/human service/social service agencies.
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