



POSITION DESCRIPTION: PART-TIME FAMILY NAVIGATOR JOB

The Howard County Autism Society seeks a Family Navigator to play a broad role in supporting Autistic children, youth and adults and their families. The ideal candidate will have and promote an open mindset/growth mindset, empathic nature, and value a holistic approach while understanding the characteristics and gifts that Autistic individuals possess and the experiences working with people with autism and/or disabilities and their families.

About the Howard County Autism Society (HCAS): The Howard County Autism Society is a 501(c)(3) nonprofit organization and is an affiliate of the Autism Society of America.

The Autism Society's mission is to create connections, empowering everyone in the Autism community with the resources needed to live fully. Its vision is to create a world where everyone in the Autism community is connected to the support they need, when they need it.

The mission of the Howard County Autism Society is to serve individuals on the autism spectrum, their families, and their communities by providing information, support, and advocacy; by promoting awareness of autism that values the dignity and uniqueness of each individual; and by working to improve the quality of and access to services and to educational opportunities.

As an employer, HCAS values racial equity and inclusive diversity so everyone can bring their full selves to work and have a place of belonging and growth.

RESPONSIBILITIES:

- Responding to individuals and families requesting resources and support in a timely manner
- Assisting families and adults to process what the diagnosis means and connecting them to resources and services appropriate throughout the lifespan
- Connecting Autistic individuals and their families to basic resources (e.g., rental assistance, clothing, food, transportation, mental health, insurance, financial supports, domestic violence counseling.)
- Serving as a resource for HCAS support groups and providing leadership as necessary
- Identifying speakers or topics that could be addressed during support groups, workshops, speaker series, particularly as it relates to psychological and psychosocial well-being
- Connecting Autistic individuals and families to mutual support through peers and mentors
- Maintaining and updating HCAS resource lists for HCAS staff to share with individuals and families and to post on the HCAS website
- Maintaining detailed notes on interactions with individuals and families within the HCAS system

- Tracking and reporting relevant data for grant reports to the Executive Director in a timely manner
- Leading monthly virtual support group for families
- Overseeing HCAS Annual Holiday Gift Drive

REQUIREMENTS

- Personal and/or professional connection to/knowledge of Autism
- Bachelor's Degree in Social Work, Counseling, Psychology, or Occupational Therapist Assistant, Registered Nurse with/or related field
- 3-5 years' experience (as social worker, counselor, program manager for behavioral health program, BCBA, etc.)
- If candidate does not already have a Certified Autism Specialist certificate, would be willing to participate in the training (HCAS will cover this expense)
- Demonstrate knowledge of service coordination, disability rights and the IEP process
- Demonstrate excellent customer service skills through written and verbal communication
- Strong organizational and time management skills
- Self-motivated and self-directed
- Basic computer skills

PREFERRED

- Bachelor's Degree in Social Work, Counseling, Psychology, from a Council of Social Work Education (CSWE) accredited institution.
- Experience in a hospital, health organization, disability, and/or mental health care agency
- Certified Autism Specialist certificate
- Applicants bilingual in Spanish and English encouraged to apply

TERMS OF EMPLOYMENT:

Hours: Average 10-15 hours/per week as a hybrid position with time both in the office and virtually.

Pay Rate: Dependent on experience

To Apply: Send resume and cover letter by April 10, 2023, to Howard County Autism Society, melissa.rosenberg@howard-autism.org or mail 9770 Patuxent Woods Drive, Suite 308, Columbia, MD 21046.

Start Date: May 2023