

Early Childhood Cultural Navigator

Reports to: Program Manager for Navigation

Status: Full-time, 40-hours/week, non-exempt

Location: Main office, community space, and remote

Salary: \$45,000/year

Job Description:

The Cultural Navigator is responsible for linking refugees and immigrants to programs, resources, and services. All navigation services will be accomplished in coordination with Spring Institute's staff and mission.

Duties and responsibilities:

- Assist families in evaluating preschool options and assist families in getting children enrolled, including through accessing relevant programs and resources
- Serve as a cultural broker between the client and mainstream systems (CCCAP, WIC, SNAP, TANF, etc.)
- Assists families in completing forms online and in person
- Provide language interpretation or use an interpreter telephone service as needed
- Observe tasks that need to be completed and take initiative to complete them
- Foster excellent relationship building skills and respond to needs of clients
- Work closely with a team and make decisions collaboratively
- Support the refugee and immigrant community to strengthen relationships and link them to appropriate resources
- Collaborate with partners and maintain relationships
- Open to change/flexible; ability to maintain calm and professional in stressful situations

Required experience/abilities:

- Knowledge of the early childhood education sector, including Colorado Preschool Program, Head Start, and Colorado Shines preschool quality, rating, and improvement system
- Ability to lift and carry 30 lbs. and be outside in all weather
- Must have a valid driver's license, vehicle, and auto insurance
- Proficient using Google applications and comfortable learning new technology

Preferred experience/abilities:

- Experience in case work
- Experience communicating effectively and respectfully with refugees and immigrants with varying education and English levels
- Experience in using databases and maintaining confidential data
- Bilingual in English + one other language

Email cover letter and resume to Darmian de la Cruz Mayo, ddelacruzmayo@springinstitute.org