



Job description | Next Step Clinic Family Navigator
Employment Status: 25+ hours/week

The Next Step Clinic (NSC) is an outpatient clinic of Mental Health America of WI (MHA) in partnership with Marquette University. NSC provides autism spectrum disorder (ASD) screening and assessment for children up to 10 years, and therapies for children under 7. We are located at Next Door, Inc. in the Family Success Center on the second floor of their 29th St location.

NSC Family Navigators provide family-centered care coordination to referred families. NSC Family Navigators guide families through clinical services for their child, share resources/educational materials and offer emotional support and guidance. NSC Family Navigators are an essential part of a multidisciplinary team that also includes clinicians, academics, social workers, and students.

Duties:

1. Conduct outreach, consenting, and developmental screening to families referred to clinic for ASD or developmental/mental health concerns;
2. Conduct family needs/strengths assessments and provide care coordination and support to families based on needs/challenges;
3. Connect families to needed resources and build relationships with community organizations and external partners who can provide additional family supports;
4. Collaborate effectively with a multidisciplinary team that includes the family;
5. Actively participate in patient appointments with clinic team and trainees and in weekly supervision meetings with clinic team.
6. Co-lead NSC Community Advisory Board meetings, including creating agenda, taking minutes, and recruiting and maintaining relationships with members;
7. Participate in community-based outreach events and resource fairs;
8. Co-develop and co-facilitate training sessions for partners and with other NSC team members.

Requirements:

1. Parent Peer Specialist and/or Community Health Worker training and/or related experience;
2. Car, car insurance, and valid driver's license;
3. Ability to work independently and complete tasks thoroughly and on time;
4. Willingness to provide services *both* via telehealth (Zoom, etc.), and in person (in the clinic, in family homes, and in the community as needed);
5. Experience using, or willingness to learn, various electronic systems used for documentation and communication;
6. Good written and verbal communication skills (including electronic documentation), including ability to communicate effectively with team members, students, community partners, etc.;
7. Familiarity with Milwaukee-area resources for children with special needs, basic needs (housing, food, etc.), and health systems;
8. Ability to build relationships with diverse families, colleagues, and community partners;

9. Understanding of, or willingness to learn about the unique barriers faced by families of color in Milwaukee, especially those parenting a child with special needs/abilities.

Additional experience/skills preferred:

1. Bilingual in Spanish/English;
2. Advocacy experience: for yourself, your family, or someone else, professionally or personally;
3. Experience with child(ren) or adults diagnosed with ASD and/or mental health/developmental needs.

Salary and Benefits:

This position pays \$19 - \$25/hour, depending on experience and additional qualifications. Benefits offered include health, dental, vision, retirement option, life insurance, and short-term disability. MHA pays 90% for single coverage and 60% for family coverage. Benefits will start after successful completion of a 90-day probationary period.

To Apply: If you are interested in applying, please send the following to us: Either a completed [application form](#) or your resume and a one-page cover letter that gives us a little more information about your experience, your interest in the position, and anything else that you think would be helpful for us to know, based on the job description.

Send both documents as attachments to help@nextstepclinic.org. Please type "Family Navigator Position" in the subject line.

Mental Health America of Wisconsin (MHA), an affiliate of the nation's leading community-based nonprofit dedicated to helping Americans achieve wellness, is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected under local, state, or federal laws.