



WFREC Community Navigator

Requisition #: FRC-CNP-42525

Closing Date: Open Until Filled

Starting Salary Range: \$22.50 - \$23.50 / Hour

Westside Regional Center is seeking a Community Navigator to join Westside Family Resource & Empowerment Center (WFREC). This is an exempt position reporting to the Director of WFREC. This role has no direct reports and operates under normal, no adverse or hazardous working conditions.

About Westside Regional Center:

Westside Regional Center is committed to providing support and services to people with developmental disabilities.

Primary Purpose:

The Community Navigator plays a vital role in educating families about available resources tailored to their current needs and in developing robust community support systems and networks. This position empowers families and individuals by providing guidance in navigating the complex systems that serve them. Candidates should possess lived experience and/or a minimum of three years of professional experience in social services, mental health, special education, Regional Center services, or related fields. Community Navigators leverage their expertise to assist with planning, problem-solving, education, and empowerment initiatives. Additionally, they are involved in the planning of workshops, trainings, and various educational and professional activities. The Community Navigator is committed to enhancing awareness and improving the effectiveness of parent-professional partnerships and collaboration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate training workshops on topics such as Special Education, Section 504, In-Home Supportive Services (IHSS), Supplemental Security Income (SSI), and other related services.
- Provide training on Regional Center eligibility, services, and vendor programs.
- Assess barriers faced by families and individuals to identify appropriate service referrals and needs.

- Offer resources and referrals, conduct follow-up contacts, and collaborate with community partners to ensure comprehensive support.
- Communicate concerns or conflicts constructively, contributing positively to problem resolution.
- Acquire, maintain, and disseminate knowledge regarding vocational training and a variety of community resources available for families, youth, and adults.
- Exhibit sensitivity and cultural competence when working with diverse populations, including those from various economic and cultural backgrounds.
- Plan, organize, and prioritize responsibilities to ensure timely and adequate services for families or self-advocates, including accurate data entry of all services in the WEREC database.
- Attend scheduled staff meetings, community engagement meetings, and staff development programs as assigned.
- Perform additional duties as assigned.

QUALIFICATIONS AND COMPETENCIES:

- Candidates must possess a minimum of an Associate's Degree (AA) or have lived experience through a family member with a developmental disability.
- Bilingual preferred (English/Spanish or ASL).
- Skilled in diplomatic conflict resolution, integrating diverse perspectives, and applying critical reasoning for problem-solving.
- Ability to represent core agency/program values and principles in a variety of settings; (i.e., community health and resource fairs, child find events, etc.)
- Model effective self-management and coping techniques.
- Must be able to work a flexible schedule, including evenings and weekends, while actively participating across all areas of Westside Regional Center's catchment area.
- Ability to use Caspio Data system for data entry required by program.
- Familiarity with Zoom platform, and other virtual programs.
- Ability to work in a team environment, while also working independently.
- Demonstrated capacity to handle multiple tasks, projects and meet deadlines.



- Good verbal and written communication skills.
- Must maintain confidentiality with sensitive information.
- Proficiency in data entry, Microsoft Office 365 Suite especially Word, PowerPoint, and Excel.
- Knowledge of special education systems, 504 process, and Westside Regional Center eligibility and services.
- Other duties as assigned.

COMPENSATION:

Westside Regional Center offers a competitive compensation package including base salary, comprehensive health benefits package, Retirement plan, and vacation benefits.

WRC is an equal opportunity employer. Further, WRC will consider qualified applicants with criminal histories for employment in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume and cover letter to
Jobs-WRC@Westsiderc.org and include the
Requisition Number and Job Title in the subject line of the email.