

**SUMMARY:** Washington Autism Alliance & Advocacy (WAAA) is an exciting organization that does cutting edge work on behalf of individuals with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DDs) and their families. You could be a part of this amazing work!

The Family Navigator provides essential supervision and mentorship to the family services team of family navigators, insurance navigators, and special education advocates. Candidates must demonstrate: an in-depth knowledge of family systems, an understanding of the issues related to individuals with ASD/DD, child-serving systems in Washington (including DDA, SSI, HCA, mental health, schools), and the systemic aspects of healthcare and health insurance for individuals with disabilities. This position involves: team supervision, direct support to families, outreach and training, and program coordination.

**Responsibilities:**

- Provide supervision and mentorship to family services team members, including training, coaching, case consultation, hiring and staff development, leading monthly team meetings, one-on-one meetings, and occasional travel to disperse staff in Southwest, Central, and Eastern WA
- Manage WAAA internship program for social work students with an interest in autism and related disabilities
- Assist in education and outreach to families and providers, including resource fairs, trainings, presentations, and self-help materials
- Manage family programs, including Gift of Time respite events, Supporting Parents of Autism groups, Aspire Girls social group, and Friendship Matters social group, in collaboration with group coordinators and facilitators
- Connect families to ASD/DD specific programs and services and build and maintain familiarity with area resources
- Assist families in understanding their appeal rights if ASD/DD coverage has been denied and refer consumers for internal appeals support as appropriate
- Advocate for robust and consumer-friendly access to medically necessary treatment for individuals with ASD/DD's in collaboration with regional and state-based coalitions and community stakeholders
- Assist in finding ways to improve direct services workflows
- Work with Health Systems Program Manager on monthly, quarterly, and annual reports as required

- Provide feedback and guidance to Health Systems Program Manager in order to build and improve on programs and services
- Participate in professional development opportunities
- Complete all paperwork, including but not limited to, monthly timesheets, family contacts, and activity logs

**QUALIFICATIONS:**

- Master's degree in social work (MSW) - Required for core responsibilities
- Experience as a parent or close family member of a person with ASD/DD who has been involved in multiple systems or 2 years' experience working with children with special healthcare needs and their families
- Reliable transportation and willingness to travel to community events and meetings
- Proficient in Microsoft Office, Google Apps, email, web research, and client records management
- Ability to relate well to people from many different cultural and ethnic groups and beliefs; including an ability to work with people, clearly communicate with people, maintain confidentiality, and engage in respectful and professional interaction
- Possess comprehensive oral and written communication skills, including public speaking
- Ability to manage time effectively, including prioritizing, using a flexible schedule, and working in a mostly autonomous environment
- Ability to adapt to organizational and departmental changes
- Preferred: Bilingual in Spanish and English

**APPOINTMENT:**

- 40 hours per week

**SALARY:**

- Competitive; dependent on qualifications

**TO APPLY:**

- Resume and cover letter are required.

Job Type: Full-time