

TYPICAL ROLE OF A NAVIGATOR

A Student and Family Resources Navigator performs a variety of tasks at a school site. Those tasks vary based on the amount of time a Navigator is at a school each week and the specific needs of a school.

Some of the duties of a Navigator may include:

- Receive and process requests for resources/requests for assistance resulting in one-time assistance, brief assistance or on-going, non-clinical case management.
- Navigate students, parents, community members and staff to school-based and school-linked resources while documenting efforts
- Provide health insurance outreach, education and enrollment assistance for Medi-Cal, Covered California, and other health insurance programs.
- Assist school site administrator (or administrative designee) in organizing COST meetings by gathering background information, creating agendas, taking and distributing minutes in a timely manner, preparing and maintaining confidential files.
- Assist Coordinator with the organization and development of a Collaborative Council, i.e., local resource network, where resources, in-kind services, and donations are leveraged to help schools reach goals and address student and family needs in academic and social support areas.
- NOTE: Navigators do not perform the duties of other staff and do not serve as substitutes or temporary replacements for other classified employees.