



# FOSTER & ADOPTIVE CARE COALITION

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## FOR EVERY CHILD... A PLACE TO CALL HOME

### Comprehensive Systems Navigator

<b>Department:</b>	Specialized Support	<b>Date Updated:</b>	3/25/2026
<b>FSLA Status:</b>	Full-Time, Exempt	<b>Reports to:</b>	Director of Comprehensive Systems Navigation

### Summary of Position

Multiple systems serve children in foster care who have the highest levels of mental and physical health needs. These systems often function independently and, at times, at cross-purposes, resulting in poor outcomes for youth.

The Comprehensive Systems Navigator's theory of change is to create a practice-level System of Care tailored to each youth and family served. The goal is for these systems to function as an accountable, cohesive network that effectively meets the needs of youth and families. In addition to the child welfare system, the Comprehensive Systems Navigator may interact with mental health, physical health, educational, and developmental systems.

The Comprehensive Systems Navigator acts as a care coordination consultant, helping youth and families navigate multiple systems by:

- Engaging youth and families
- Serving as a single point of contact
- Facilitating communication among providers
- Tracking outcomes
- Providing referrals and linkages
- Managing service provider transitions
- Providing supportive follow-up

The Comprehensive Systems Navigator supports families in driving service plans to completion by navigating systems and overcoming barriers. Due to the nature of this position, up to 40% of work hours may occur during late afternoons, early evenings, and occasional weekends. Services are designed to be culturally responsive, trauma-informed, and grounded in promising practices to promote improved youth outcomes and placement stability.

#### Address

1750 S Brentwood Blvd., Suite 210  
St. Louis, MO 63144

#### Phone / Fax

Office: 800.FOSTER.3 (314.367.8373)  
Fax: 314.241.0715

#### Website

[www.foster-adopt.org](http://www.foster-adopt.org)



## **Essential Functions & Responsibilities**

- Navigate child welfare, mental health, physical health, educational, and developmental systems.
- Facilitate team discussions that promote a shared goal of successful placement stability.
- Provide wraparound services by cultivating relationships and networking with community resources, referral services, and supports.
- Demonstrate a working knowledge of relevant policies and maintain a high level of comfort researching and addressing gaps in knowledge.
- Guide families and professionals through case-based advocacy situations.
- Utilize knowledge of complex developmental trauma and attachment-based strategies to educate parents and caregivers on adoption and guardianship issues, child development, loss, grief, attachment, and trauma.
- Demonstrate respect for and understanding of individual differences, including the ability to interact effectively with individuals of diverse races, religions, genders, gender identities and expressions, national origins, sexual orientations, ages, disabilities, and socioeconomic backgrounds.
- Receive and respond appropriately to training, coaching, supervision, and feedback; collaborate effectively within a team setting.
- Respond to communication from families and professionals in a timely manner.
- Conduct in-home or community visits with children and families to address concerns related to placement stability.
- Participate in team and agency meetings and individual professional consultations; the majority of these meetings should be attended in person.
- Complete thorough, professional, and timely documentation, including intake forms, assessments, progress and activity notes, progress maintenance plans, and closing summaries.
- Follow procedures for consulting with and communicating with a supervisor.
- Utilize multiple software systems to obtain, collect, and track program data in a timely manner, as required by funders and/or the Foster & Adoptive Care Coalition, including but not limited to Salesforce.

## **Agency Accountability**

- Complete daily activity log.
- Maintain an up-to-date Outlook calendar.
- Adhere to the Coalition's Shared Values, Employee Code of Conduct, and Employee Code of Ethics.

## **Non-Essential Functions**

- Assists with administrative tasks and volunteer responsibilities as needed.
- Supports other agency programs to achieve organizational goals.
- Performs other duties as assigned, with or without accommodation.

## **Qualifications & Requirements**

### **Education**

- Bachelor's Degree in Social Work or related field

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## **Experience**

- Demonstrated experience collaborating with multidisciplinary teams using innovative strategies overcome barriers.
- Experience navigating child welfare and Department of Mental Health systems preferred.

## **Preferred Skills / Qualifications**

- Strong written and verbal communication skills
- Excellent organizational skills
- Superior time management
- Team facilitation
- Conflict resolution and negotiation
- Adaptability and flexibility
- Comfort working with diverse populations across varied environments
- Basic knowledge of Microsoft Office applications

## **Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics**

- Access to a vehicle, valid driver's license, and automobile insurance.
- Understanding of diversity (ethnic, religious, socioeconomic, etc.) and sensitivity to the lived experiences of the children and families served.
- Commitment to maintain confidentiality.
- Ability to pass required background checks (references, Family Care Safety Registry, Form I-9, etc.).
- Clean criminal history.
- Ability to fulfill mandated reporter responsibilities in the State of Missouri.
- Demonstrate integrity, ethical behavior, accountability, and a positive representation of the Foster & Adoptive Care Coalition.

## **Organizational Relationships/Scope**

- This position reports to the Director of Comprehensive Systems Navigation and engages in collaborative consultation with all program teams.

## **Working Conditions**

- This position involves a combination of community-based and office-based work. The employee must be able to communicate effectively while performing job duties.
- Physical requirements include sitting, standing, walking, climbing stairs, and lifting up to 25 pounds; occasional pulling or pushing may be required. The use of an automobile for local travel to multiple sites may be necessary.

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- The Coalition office serves as the home base, with standard office hours of Monday–Friday, 8:30 a.m.–5:00 p.m. Flexibility is required, as evening and weekend hours may be necessary to meet program needs.

## **Agency Shared Values**

Employees of the Foster & Adoptive Care Coalition agree to hold themselves and colleagues to the following:

- We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.
- We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.
- We respect, leverage, and engage everyone's unique strengths and talents so each individual can contribute to their full potential.
- We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.
- We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of each individual in the team to accomplish the best outcome for our children and families. Everyone contributes to leadership.

## **Disclaimer**

The statements above describe the general nature and level of work performed by employees in this position and are not intended to be an exhaustive list of responsibilities, duties, or skills

## **Job Description Acknowledgment**

I acknowledge that I have received, reviewed, and understand the job description for this position. I understand that I am responsible for satisfactorily performing the essential functions described herein under the specified conditions.

<b>Printed Employee Name:</b>		<b>Date:</b>	
<b>Employee Signature:</b>			

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<b>Chief Program Officer Printed Name:</b>	Denise Kelley	<b>Date:</b>	
<b>Chief Program Officer Signature:</b>			

<b>Chief Human Resources Officer Printed Name:</b>	Sharon Winfield	<b>Date:</b>	
<b>Chief Human Resources Officer Signature:</b>			

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