



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Older Youth Readiness Navigator

Department:	Specialized Support	HR Approval:	February 4, 2026
FSLA Status:	Full-Time, Exempt	Reports to:	Director of Older Youth Readiness

Summary of Position

The purpose of the Older Youth Readiness Program is to: 1. help youth in foster care establish safe and meaningful connections to relationships lost while in foster care; 2. link youth with meaningful resources; and 3. establish new opportunities to help youth transition out of foster care and into successful and healthy adults. The program assists youth age 13 – 24 with navigating and obtaining access to the relevant services necessary to achieve well-being. Youth guide the service plan process which directs the pathway to develop strong relationships with the goal of achieving-interdependence.

The Older Youth Readiness Navigator helps the youth and caregiver drive the service plan to completion by navigating systems and overcoming barriers. The Navigator acts as care coordination consultant, collaborating with and organizing multiple systems tailored to the youth's specific plan. This may include some or all of the following:

- **Family and community navigation** to connect youth to safe and appropriate family and friends to establish a caring community who will help guide the youth through young adulthood.
- **Mental health services navigation** to include the Department of Mental Health, BJC, Hopewell, Easter Seals, etc. Youth will experience continuity of mental health services or secure first-time services.
- **Life Skills systems navigation** to include service beyond those offered by Chafee, such as Easter Seals Midwest, St. Louis ARC, Bridges, etc. for household maintenance, meal planning, personal care, etc.
- **Disability services navigation** to connect youth who qualify with benefits when they transition to independence.
- **Affordable housing navigation** to guide youth through the complex intersection of housing vouchers, eligible housing opportunities, as well as practical concerns such as location and accessibility to meet life, work, and family needs.

Address

1750 S Brentwood Blvd., Suite 210
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Office: 800.FOSTER.3 (314.367.8373)
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Website

www.foster-adopt.org



- **Workforce development navigation** to include the Department of Vocational Rehabilitation, STL Community College, SLATE, etc. (the goal is a living wage). Youth will receive an assessment for interest and suitability, be connected with resources to start on that path, and secure relevant supports to ensure the youth is able to sustain employment.
- **Placement stability navigation** for youth living in a foster home. Youth will receive placement navigation services to ensure they are in a home which will meet their physical, mental, behavioral, emotional, and cultural needs.
- **Transition services navigation** to best ensure that upon emancipation, youth will not lose access to their therapeutic services, doctor, dentist, pharmacy, medication, or any other needed support during their transition to independence.

The role requires flexibility, with up to 40% of work hours occurring in the late afternoon, early evening, or occasional weekends to meet youth where they are. All services are delivered with a focus on cultural responsiveness, trauma-informed care, and promising practices to achieve positive outcomes.

Essential Functions & Responsibilities

- Navigates the above systems.
- Facilitates decision-making and communications within and between systems.
- Initiates difficult discussions.
- Provides wraparound services by cultivating and networking with resource and referral services and supports within the community.
- Understands relevant policy and has a high comfort level researching gaps in knowledge
- Directs families and professionals through case-based advocacy situations
- Respects and demonstrates understanding for differences including the ability to interact effectively with individuals regardless of race, religion, gender, gender identity and expression, national origin, sexual orientation, age, disability and socioeconomic status.
- Receives and responds to training, coaching, supervision, and feedback; works well in team setting
- Responds to communication from families and professionals in a timely manner.
- Visits with the child and family in-home or in the community to address concerns that relate to placement stability.
- Participates in team and agency meetings and/or individual professional consultations; Majority of these meetings should be attended in person.
- Completes thorough, professional, and timely documentation (i.e. intake forms, assessment, progress and activity notes, progress maintenance plans and closing summaries).
- Follows procedures for meeting with, calling, and consulting supervisor.
- Navigates and uses various software packages to obtain, collect, and track program data in a timely manner as required by the funder and/or the Foster & Adoptive Care Coalition; This includes but is not limited to Salesforce.

Qualifications & Requirements

Education

- Bachelor's Degree in social work or related field

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Experience

- Proven ability to collaborate with multi-disciplinary teams utilizing innovative strategies to overcome obstacles.
- Practical knowledge navigating the child welfare, mental health, physical health, housing, and workforce development systems are preferred.
- Demonstrated skill providing inclusive, trauma-informed support to youth impacted by foster care.

Skills & Qualifications

- Knowledge of foster care standards and applicable child welfare regulations.
- Experience working within or alongside Missouri's child welfare system.
- Strong organizational skills, attention to detail, and ability to maintain accurate records.
- Effective written and verbal communication skills.
- Demonstrated ability to manage time, prioritize responsibilities, and meet deadlines.
- Ability to work independently while contributing to shared team goals.
- Skills in conflict resolution, problem-solving, and collaborative decision-making.
- Flexible and adaptable approach to meeting changing program and family needs.
- Ability to work effectively with individuals and families from diverse backgrounds and lived experiences.
- Knowledge of community-based resources and support services.
- Proficiency with Microsoft Office applications, presentation tools, and virtual meeting platforms.
- Ability to travel within the service area; valid driver's license, reliable transportation, and required insurance in accordance with organizational policy.

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

- This position requires an understanding of diversity (ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- This position requires respect for the confidentiality of the children and families the organization serves.
- This position requires passing background checks (references, Family Care Safety Registry, fingerprinting, Form 1-9, etc.).
- This position requires a clean criminal history.
- Must fulfill the responsibility as a mandated reporter in the State of Missouri.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster and Adoptive Care Coalition.
- Demonstrates accountability for results and keeps commitment to others.

Agency Accountability

- Completes daily activity log.
- Maintains an up-to-date Outlook calendar.

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- Adheres 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.

Working Conditions

- The physical requirements of this job include sitting, standing, walking, climbing stairs, lifting to 25 lbs., pulling and/or pushing on occasion.
- This position entails work in the community and office.
- Use of automobiles for local travel to multiple sites including client homes and other community organizations is required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 AM – 4:30 PM.
- This position requires flexibility to meet the needs of the family and the agency training schedule. Evening and weekend hours may be required to meet the expectations of this position.

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.

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

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