JOB ANNOUNCEMENT

POSITION: Disability Services Navigator
JOB TYPE: Permanent, Full-time
BARGAINING UNIT: None
LOCATION: HHS District 3 - Cerro Gordo & Surrounding Counties
HOURLY RATE: From $29.86 per hour
POSTING DATE: 11/3/2026

Disability Services Navigator

Collaborative Individual and Community Supports (CICS) is a Disability Access Point and is accepting applications for 1 full-time Disability Services Navigator to cover Cerro Gordo and surrounding counties in HHS District 3.

A Disability Services Navigator (DSN) works in partnership with individuals with disabilities and their caregivers. DSNs follow the lead of each individual they work with to implement the Science of Hope framework of setting goals, identifying viable pathways to meet those goals, and utilizing available willpower to facilitate success. DSNs use this approach to provide Information and Assistance, Options Counseling, and Long-Term Services and Supports.

Information and Assistance means a service that provides the individual with current information on opportunities and services available within their communities, including information relating to assistive technology; identifies the strengths and needs of the individual; links the individual to the opportunities and services that are available; and to the maximum extent practicable, ensures that the individual receives the services needed and is aware of the opportunities available, by establishing adequate follow-up procedures.

Long-Term Services and Supports (LTSS) means activities that support maintaining people with disabilities at the lowest level of care possible, including facility diversion, respite, or transition to community as determined through the contractor processes for eligibility and service determination.

Options Counseling means an interactive process whereby individuals receive guidance in their deliberations to make informed choices about long-term supports. The process is directed by the individual and may include others whom the individual chooses, or those who are legally authorized to represent the individual. Options counseling includes the following:

1. a personal interview and assessment to discover strengths, values, and preference of the individual, and screenings for entitlement program eligibility,
2. a facilitated decision-making process that explores resources and service options, and supports the individual in weighing pros and cons,
3. action steps developed toward a goal or a long-term support plan and assistance in applying for and accessing support options, and
4. follow-up to ensure supports and decisions are assisting the individual.

Employment Details

- This is not a work from home position.
- The base office for the position is to be determined between Hampton, Mason City, and Osage.

- The position will require travel.
- This is an IPERS covered position.
- A valid driver's license, reliable transportation, and adequate liability insurance are required.
- Background and criminal checks and pre-employment will be completed.

Application and full job description can be downloaded on the CICS website: www.cicsmhds.org, or Franklin County website: www.franklincountyia.gov. Franklin County is the employer of record for CICS.

Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Mail or email application, resume, cover letter identifying certifications, licensures, and references to:

CICS
Attn: Meghan Freie, COO
PO Box 58
Hampton, IA 50441
Email: meghan.freie@cicsmhds.org

RESUMES WITH COVER LETTERS AND APPLICATIONS WILL BE ACCEPTED UNTIL: 12:00 PM ON November 16, 2026

Franklin County encourages veterans, women, minorities, and person with disabilities to apply. We are proud to be an Equal Opportunity Employer and will not tolerate discrimination based on any protected status under the law.