

## POSITION ANNOUNCEMENT

**Job Title:** Parent Advisor Special Needs – Bilingual

**Reports to:** Director of Parent Services

**Position Overview:** Provides bilingual parent to parent support and information to mentor families of children birth to 26 with special needs or at risk for special needs in building their parenting and advocacy skills. Services are provided by phone, one on one consultation and in collaborative meetings with agencies and professionals. The preferred candidate is a parent of a child with special needs. This is a part-time position, 20 hours a week, with potential for more.

**Job Duties:**

- Evaluates the needs of parents related to their child’s development, understanding of services, parenting and advocacy skills
- Provides supportive communication respecting cultural and individual differences
- Models collaboration, problem solving and organizational systems for parents
- Provides referrals and information on development, special needs, and systems such as Special Education, Regional Centers, Early Start
- Delivers group offerings such as trainings for parents and professionals and/or support groups
- Participates in public awareness activities and community or inter-agency meetings
- Maintains paperwork, manages time sensitive services and recording of client information and data
- Engages in a program of professional development

**Requirements:**

- Experience with families of children with special needs
- Spanish/English fluency in verbal and written communication skills
- Ability to work in emotionally charged and stressful situations
- Computer and data/information management and organizational skills
- Ability to communicate clearly and work collaboratively

Please send cover letter and resume to [jobs@matrixparents.org](mailto:jobs@matrixparents.org).

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