



## POSITION ANNOUNCEMENT

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

**Reports to:** Director of Parent Services

**Position Overview:** Mentor families of children (birth to 26 years-old) with special needs or at risk for special needs by providing information, resources, and support to help build their confidence and advocacy skills. Services are provided by phone and one on one consultation, through trainings and workshops 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:**

- Evaluate the needs of parents related to their child's development, understanding of services, parenting and advocacy skills
- Provide supportive communication, respecting cultural and individual differences
- Model collaboration, problem-solving and organization for parents
- Provide referrals, resources and information on development, special needs, and systems such as Special Education, Regional Centers, and Early Start
- Conduct trainings for parents and professionals and facilitate support groups
- Participate in public awareness activities, community, and inter-agency meetings
- Maintain paperwork, manage time-sensitive services and record client information and data
- Engage 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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