



## POSITION ANNOUNCEMENT

### Matrix Parent Network and Resource Center

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

**Reports to:** Director of Parent Services

#### BOARD OF DIRECTORS:

**President:**

Colleen Arnold

**Vice President:**

Alexis Lynch

**Treasurer:**

Sarah Ponsford

Kat Fahy

Heather Johnson

Serena Makofsky

Nicole Wehr

**Interim Executive Director:**

Beth Schecter

.....  
**Serving 18 Northern California Counties:**

Alpine • Amador • Butte  
Colusa • Glenn • Lake  
Lassen • Marin • Mendocino  
Modoc • Napa • Shasta  
Solano • Sonoma • Sutter  
Tehama • Yolo • Yuba

.....

2400 Las Gallinas Avenue  
Suite 115, San Rafael  
California 94903  
800.578.2592 tel  
415.884.3555 fax

**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 (can be virtual at times) 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, up to 24 hours a week with potential to work in Sonoma, Solano, Napa or Marin Counties depending on community needs. Applicants must live and work in the area where services are delivered.

**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:**

- Must have experience with families of children with special needs
- Clear 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).**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other status protected by applicable laws or regulations.

**Matrix is an equal opportunity employer**