



## POSITION ANNOUNCEMENT

**Job Title:** Bilingual Parent Advisor, Children with Disabilities

**Reports to:** Director of Programs

**Position Overview:** Mentor families of children (birth to 26 years-old) who have disabilities 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), and in collaborative meetings with agencies and professionals. The preferred candidate is a parent of a child with disabilities. We are hiring for a full-time Parent Advisor position 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, disabilities, 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
- Must have experience with families of children who have disabilities

**Requirements:**

- Spanish/English fluency in verbal and written communication skills as well as cultural competency with the Spanish speaking community
- Ability to work in emotionally charged and stressful situations
- Computer and data/information management and organizational skills
- Ability to communicate clearly and work collaboratively

**To apply, interested candidates should send their cover letter and resume directly to Julie Feliz: [julie@marincil.org](mailto:julie@marincil.org)**

**NOTE:** Matrix Parent Network is now a program of Marin Center for Independent Living, an equal opportunity employer. All qualified applicants will be considered for employment.

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