



## **Regional Parent Mentor Job Description**

**The purpose of the Regional Parent Mentor is to provide mentoring, information, support and connections to community resources within their region to families whose children receive, or who may be eligible to receive, early intervention or special education services and supports**

### **Position requirements:**

- Parent of a child with a disability whose child is, or has, received early intervention or special education services and supports.
- Experience on community boards or committees
- Leadership experience
- Strong community connections
- Must be an independent, self-motivated worker as well as an effective team member
- Computer skills: proficient in data entry and use of Microsoft Word, Excel, Outlook and the internet
- Communication skills: written and verbal
- Interpersonal skills: listening, empathy and problem solving
- Ability to work with diverse populations
- Valid driver's license and reliable transportation
- Participation in on-going learning to update skills and acquire new knowledge

### Description of responsibilities:

- Outreach regarding the work of Michigan Alliance for Families
- Provide information, resources and referrals to families within the designated region including connections to our statewide partners
- Provide informal support, mentoring and links within the community to families of children with disabilities
- Mentor families in building parent/professional partnerships
- Identify, recruit and mentor parent leaders to serve on PAC's, LICC's, MICC, SEAC or other boards, committees and/or parent support groups
- Participate and mentor families in the community in policy making activities representing the collective parent voice and perspective
- Coordinate and facilitate learning opportunities on a wide variety of topics related to *Early On*, Special Education, and Transition
- Complete all necessary documentation to account for contacts, expenses and time sheets and other activities by the designated due dates provided by the executive director
- Work in collaboration with staff and evaluators to document impact, make recommendations for improvement and identify community needs
- Travel throughout region and to Lansing
- Understand State Governance and Data Systems
- Other duties as deemed necessary and/or appropriate by the management team