



# Michigan Alliance for Families is hiring!

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Are you the parent or close family member of a child with a disability who has received early intervention or special education services? Do you enjoy interacting with people? Then consider becoming a Regional Parent Mentor!

Michigan Alliance for Families (MAF) is our state's federally funded [Parent Training and Information Center](#). We are a Michigan Department of Education IDEA Grant Funded Initiative.

## **Central Western Kent County**

Part-time position; 20 hours per week; \$16 per hour

If you **live** in Kent County and are interested in providing information, mentoring, and support to other families around special education issues, please read the job description, requirements, and responsibilities for details.

**Please e-mail your cover letter and resume to Kanika Littleton at [kanika@michiganallianceforfamilies.org](mailto:kanika@michiganallianceforfamilies.org) by March 19, 2021.**

**Requirements:** Regional Parent Mentor (RPM) **must live** in a county that he/she serves: Kent. RPM must have a child or close family member with a disability who is receiving or has received early intervention or special education services; needs strong connections to community resources, leadership experience, excellent interpersonal, communication (written and verbal) and computer skills as well as experience working on boards or committees. Applicants must be highly motivated, be able to work independently and with teams. Bi-lingual (especially Spanish) individuals are encouraged to apply. Reasonable accommodations available upon request.

## **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 may be eligible to receive, early intervention or special education services and supports.**

### **Position requirements:**

- Regional Parent Mentor **must** reside in one of the counties he/she serves.
- 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

#### 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 document contacts, expenses and time sheets and other activities by the designated due dates provided by the executive director
- Input all data collected into an online database in a timely manner
- Work in collaboration with staff and evaluators to document impact, make recommendations for improvement and identify community needs
- Travel throughout region and to Lansing (**\*Note:** All MAF services are being provided virtually during the pandemic).
- Participation in on-going learning to update skills and acquire new knowledge
- Understand State Governance and Data Systems
- Other duties as deemed necessary and/or appropriate by the management team