



Michigan Alliance for Families is hiring!

Are you the parent or close family member of a child with a disability who has received early intervention or special education services? Are you interested in providing information and support to other families around special education issues? Then consider joining the team in our Information and Referral Office.

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.

Information and Referral (I&R) Specialist Part-time position; 24 hours per week; \$20 per hour
Remote work, some travel required

Please e-mail your cover letter and resume to Kanika Littleton at kanika@michiganallianceforfamilies.org by September 30, 2022.

Requirements: I&R staff 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, excellent interpersonal, communication (written and verbal) and computer skills. Applicants must be highly motivated, be able to work independently and with teams. Bi-lingual individuals are encouraged to apply.

Please see the job description, requirements, and responsibilities below.



Information and Referral Specialist Job Description

The purpose of the Information and Referral Specialist is to provide information, support, resources, and connections for families across the state for families whose children receive, or may be eligible to receive, early intervention or special education services. The I&R Office serves as a point of contact for families and the professionals who support them, providing information about available local, county, regional, state and national resources; supports other Michigan Alliance for Families staff in their work; and helps develop a coordinated dissemination of information.

Position requirements:

- Parent or family member of a child with a disability who is receiving or has received early intervention or special education services and support
- Good understanding of special education system
- Knowledge and understanding of local, county, regional, state and national resources
- Good communication and listening skills, able to problem solve
- Ability to work with diverse populations
- Strong interpersonal and collaborative team skills
- Strong computer skills including gathering and organizing educational and disability information
- Good organizational skills and writing ability
- 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

Description of responsibilities:

- Provide information, resources and referrals to families and other consumers over the telephone, email, mail
- When a situation requires advocacy, provide referrals to organizations for that service
- Assistance and consultation as requested with Regional Parent Mentors and management team
- Collaborate with the I&R team to ensure consistent and updated information
- Work toward accessibility of information and availability in alternate formats
- Assist with information for the Michigan Alliance for Families website
- Help prepare materials for displays and conferences
- Work in collaboration with staff and evaluators to document impact and make recommendations for improvement
- 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 to Lansing and Ann Arbor
- Participation in on-going learning to update skills and acquire new knowledge
- Other duties as deemed necessary and/or appropriate by the management team