



# 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? Do you enjoy interacting with people? Then consider becoming a 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.

## **Statewide Arabic-Speaking Parent Mentor**

Part-time position; 20 hours per week; \$22 per hour

If you speak Arabic 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 Victoria Martinez at [victoria@michiganallianceforfamilies.org](mailto:victoria@michiganallianceforfamilies.org) by September 29<sup>th</sup>, 2023.**

**Requirements:** Parent Mentors (RPMs) **must live** in Michigan. RPMs 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, experience interacting with diverse populations, 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.

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

## Arabic-speaking Statewide Parent Mentor Job Description

**The purpose of the statewide Arabic-speaking Parent Mentor is to provide mentoring, information, support, and connections to community resources statewide to families whose children receive, or may be eligible to receive, early intervention or special education services and supports, as well as collaborate with Regional Parent Mentors to support students in local school districts.**

### Position requirements:

- Parent Mentor **must** reside in the state of Michigan
- Part-time position: 20 hours per week. Some nights and weekends may be required
- Must have a child or close family member with a disability whose child is receiving, or has received early intervention or special education services, and supports
- Experience on community boards or committees
- Leadership experience
- Presentation skills
- 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
- Reliable internet connection
- Communication skills: fluent in reading, writing, and speaking Arabic
- 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 (virtual and in-person)
- Identify the unique needs of Arabic-speaking families (mentoring, information, and resources)
- Provide information, resources, and referrals to Arabic-speaking families statewide including connections to our statewide partners
- Provide informal support, mentoring and links within the community to families of children with disabilities, some translation of materials and documents
- Mentor families in building parent/professional partnerships
- Refer families to contracted advocates when needed, interpret conversations between families and advocates
- 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 with and mentor families in the community in policy making activities representing the collective parent voice and perspective
- Coordinate, facilitate, and present 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
- Some travel throughout state and to Lansing
- Participation in on-going learning to update skills and acquire new knowledge
- Understanding of State Governance and Data Systems