



## 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 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.

**Greater Kent-** Barry, Ionia, Montcalm and Ottawa Counties, and Kent County areas: Caledonia, Cedar Springs, Comstock Park, Forest Hill, Kenowa Hills, Kent City, Kentwood, Lowell, Northview, Rockford, Sparta, and Thornapple Kellogg  
Full-time position; 36.5 hours per week; \$22 per hour

If you **live** in Barry, Ionia, Montcalm, Ottawa or 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 Victoria Martinez at [victoria@michiganallianceforfamilies.org](mailto:victoria@michiganallianceforfamilies.org) by February 16, 2024.**

**Requirements:** Regional Parent Mentors (RPMs) **must live** in a county that he/she/they serve: Kent County. 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. Bi-lingual (especially Spanish/Arabic) individuals are encouraged to apply.

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



## 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 the county he/she/they serve
- Full-time: 36.5 hours, some nights and weekends may be required
- Parent or close family member of a child 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
- 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, with emphasis on reaching underserved 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 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 Intervention, 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
- Participation in on-going learning to update skills and acquire new knowledge
- Understand State Governance and Data Systems
- Work a flexible schedule that occasionally includes some nights and weekends