



Michigan Alliance for Families is hiring!

Do you have knowledge of early intervention or special education? Do you enjoy interacting with people? Then consider becoming a Regional Parent Mentor!

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

Regional Parent Mentor - Genesee county
Full-time position; 36.5 hours per week; \$23 per hour

If you **live** in Genesee 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 fill out an [application](#) and e-mail the application, your cover letter, and resume to Victoria Martinez at victoria@michiganallianceforfamilies.org

Qualifications: Regional Parent Mentors (RPMs) **must live** in a county that they serve: **Genesee County**. Preference will be given to applicants who 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.

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

Parent Mentor

REPORTS TO: Parent Mentor Support Supervisor

SUPERVISES: N/A

STATUS: Non-Exempt

POSITION DESCRIPTION:

The Parent Mentor provides special education and disability related information, support, and resources to families and professionals within their region.

ESSENTIAL JOB FUNCTIONS:

1. Provide information, resources, and referrals to families and professionals through phone, email, and internet contacts
2. Outreach to families not already connected to Michigan Alliance for Families
3. Complete required data entry accurately by designated due dates
4. Refer families to statewide partners and contracted Advocates when needed
5. Coordinate, facilitate, and present learning opportunities
6. Mentor and help develop potential parent leaders to serve on PACs, LICCs, MICC, SEAC, or other boards and committees
7. Serve on Committees and participate in meetings as requested (monthly All-Staff, SDC, etc.)
8. Attend PD as appropriate to build skills and knowledge
9. Other duties and responsibilities as determined by the Leadership Team

ORGANIZATIONAL EXPECTATIONS:

1. Creates a positive, professional, service-oriented work environment for staff and customers by supporting the Organization's mission and core values statement
2. Must be able to work effectively as a member of the team
3. Maintains knowledge of and complies with Organization standards, policies, and procedures, including Organization's *Employee Handbook*
4. Maintains strict customer and employee confidentiality in compliance with Organization guidelines
5. Uses resources efficiently

POSITION REQUIREMENTS (ABILITIES & SKILLS):

1. Knowledge of and experience with Special Education
2. Knowledge of Microsoft Programs and platforms such as Zoom and Microsoft Teams
3. Excellent interpersonal, verbal, and written communication skills
4. Excellent time management skills with the ability to prioritize tasks
5. Strong organizational and planning skills
6. Preferred residence in county/region you serve
7. Flexible work schedule with occasional evenings and weekends
8. Strong community connections and experience on community boards or committees

MINIMUM PHYSICAL EXPECTATIONS:

1. Physical activity that often requires working on a computer, keyboarding, and phone work.
2. Manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
3. Must hear and speak well enough to conduct business over the telephone or face to face for long periods of time.
4. Physical activity that sometimes requires travel – car, train, and/or air.