

Parent to Parent Coordinator - Job Description

Objective

To deliver support services to parents of children newly diagnosed with a developmental disability and/or special needs or going through a new situation. To coordinate and support volunteer Helping Parents.

Responsibilities

- To provide direct service to families coping with a new diagnosis or new situation. To provide support around the emotional response, information regarding developmental disabilities and community resources.
- To recruit, train and supervise a core group of volunteers to provide support and community education.
- To access and match parents to provide ongoing support.
- To maintain relationships with medical and other professional and community referral sources.
- To provide community education regarding the value and availability of Parent to Parent Support.
- To maintain case management records and accurate statistics.

Experience Required

- Be a parent/guardian or a family member of a person with special needs, living or deceased.
- Familiar with the emotional responses and the stages of personal adjustment to parenting a child with a developmental disability or special need.
- Trained in interpersonal communications, be an articulate public speaker and possess perceptive assessment skills.
- Experienced in the training and supervision of staff or volunteer groups.
- Organized in time management, maintenance of case records and statistical procedures.