

Parent to Parent (P2P) Coordinator of Okanogan County Job Announcement

Coordinator position summary:

The Parent to Parent Coordinator of Okanogan County will deliver culturally appropriate support services to parents of children with developmental disabilities and/or special health care needs. Additionally the coordinator will coordinate and support a volunteer Helping Parent network.

Supervisor – Chelan/Douglas/Okanogan Parent to Parent Advisory Committee

Conditions of Work: This is a part-time, flexible position, 10 hours per week, \$18.50 per hour. No benefits.

Qualifications:

Required –Must be a parent or family member of a person with a disability or special health care needs, High School Diploma or equivalent, Valid Washington Driver's License and reliable transportation required. Experience with using MS Office Suite (e.g. Word, Excel, PowerPoint, and Outlook) as well as social media or the ability to learn required technology.

Preferred – Bilingual and/or bicultural (Spanish) preferred.

Application Procedures:

Provide the following information –

- Cover letter directly addressing your interest and qualifications for this position
- Resume
- Three current professional references

Please send the completed packet to:

Carrie Gavin/ P2P Advisory Group
Chelan Douglas Developmental Disabilities
23 S Wenatchee Ave, Suite 203
Wenatchee, WA 98801

Timeline:

Position opens – July 2018

Position Closes – Until filled

Note: Employment contingent upon successful clearance of a Washington State Patrol and FBI fingerprint criminal history background check.

Parent to Parent (P2P) Coordinator Job Description

General Description: The Okanogan Coordinator of the Chelan Douglas Okanogan Parent to Parent program coordinates information, referral, and outreach activities and Helping Parent activities for parents of children with developmental disabilities and/or special health care needs.

Responsibilities

- 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 in a culturally appropriate way.
- Recruit, train and lead a core group of Helping Parent volunteers to provide support and community education within the contract year.
- Access and match parents to provide ongoing support.
- Maintain up-to-date knowledge of services and resources for families of children with developmental disabilities and special health care needs.
- Provide community education regarding the value and availability of Parent to Parent Support.
- Responsible for program reports and ensures program documentation and records are up-to-date.
- Respond to inquiries from community members and/or families in a timely fashion and with competence.
- Regularly consult and meet with the Chelan/Douglas/Okanogan Advisory Board and State Parent to Parent Coordinator/Arc of Washington.
- Attend trainings as appropriate and necessary to maintain, sustain and grow program services and resources.
- Host a parent event once a month such as: support group, meetings, trainings, parent socials or workshops for families to find support and share information and resources.
- Use social media to keep families up-to-date about Parent-to-Parent and community activities and related news and services.
- Develop and maintain a quarterly email newsletter for families and professionals.

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 support of staff or volunteer groups.
- Organized in time management, maintenance of case records and statistical procedures.
- Experience in using Microsoft Office Suite and social media or able to learn required technology.
- Ability to travel anywhere in Okanogan County as needed and attend trainings in the state as requested

- Demonstrated ability to work effectively with individuals of diverse economic, ethnic and social backgrounds.
- Valid Washington Driver's License and proof of insurance

Other

Assists with responsibilities as assigned by the Arc of Washington State/State Parent to Parent Coordinator and Chelan/Douglas/Okanogan Parent to Parent Advisory Board.