



The San Gabriel/Pomona PARENTS' PLACE JOB DESCRIPTION

TITLE: BILINGUAL– Spanish Community Navigator/Family Resource Specialist
(Must be able to do written, verbal translations and conduct simultaneous interpretation)

POSITION DESCRIPTION

Under the direct supervision of the FRC Director, the Community Navigator/Family Resource Specialist may provide any combination of the following:

- Family and Individual Support on a one-to-one basis with providing navigation to available services and guidance on how to request needed services via telephone, zoom, or on-site
- Support individuals and families in accessing and using generic and regional center services
- Assisting with letter writing to school/agencies
- Participating in community outreach activities
- Write brief notes about interactions and enter them into the database

On a limited basis:

- Provide support services to families, including attending meetings or appointments
- Assist with preparation, attend/participate in the production, and organize Parents' Place sponsored events
- Represent Parents' Place at designated meetings or workshops
- Perform routine clerical duties
- Assist with other related job duties assigned by the Board or Executive Director

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE

It is preferred that the applicant:

- Be a parent, foster parent, or family member of a child with disabilities OR have at least 3 years of professional experience as a trusted community leader with knowledge of the DDS & Regional Center (RC) system
- Be familiar with Special Education/ IDEA and Lanterman Act
- Ability to work in a culturally affirming manner and be culturally responsive with individuals and teams of diverse economic, social, educational, and cultural backgrounds
- Complete all required training, attend ongoing training programs during non-working hours
- And embrace family-centered values and multicultural issues of Parts B and C of IDEA and DDS

KNOWLEDGE AND ABILITIES

- Must be sensitive to the unique challenges of families/individuals with disabilities
- Assist with navigating support systems by providing assistance accessing generic services
- Ability to work independently and as a team member
- Have telephone skills and the ability to operate office equipment
- Proficient in Microsoft Office 365 (Word, Outlook, Excel, Publisher, Forms, and

- PowerPoint) web navigation, techniques, and database management
- Plan, organize, and prioritize responsibilities to ensure adequate, timely service to the family and data entry in the database
- Must be able to read, write, speak, and understand English and Spanish fluently. Must have excellent writing, editing, and proofreading skills in English and Spanish verbal translation

OTHER REQUIREMENTS

- Full use of an automobile, possession of a valid driver's license, automobile liability insurance for the minimum amount prescribed by law, or ability to provide independent transportation
- Able to lift, carry, push, and pull up to 25 lbs
- Available to work evenings and weekends for all Parents' Place Events (Info Fair & Festival, Open House, Birth to Five, Life After High School-Transition Conference, and Santa Photo Day), various community outreaches, and Saturdays, as needed (average one Saturday a month, but may vary)
- Model effective self-management and coping techniques

APPLICATION INFORMATION

Your application should demonstrate that you meet the minimum requirements of this position. The most qualified candidates will advance to an interview upon reviewing your application and supportive information. You will be contacted by phone should this occur. The interview will cover experience, personal suitability, education, and general ability to perform the position's duties. Also, candidate will be asked to participate in a mock interpretation scenario. Please mail, fax, or e-mail your resume to:

Attn: Human Resources
E-Mail: humanresources@parentsplacefrc.com
The San Gabriel/Pomona PARENTS' PLACE
1500 S. Hyacinth Ave., Suite B; West Covina, CA 91791
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