

BILINGUAL SPANISH FAMILY RESOURCE SPECIALIST

20-40 HOURS PER WEEK - SALARY AND BENEFITS: DOE

WarmLine Family Resource Center provides information, parent-to-parent support, and referral to community resources for families who have children with delays and disabilities from birth to 26 years old, and the community of professionals involved with those children and families.

Duties:

- Answer phone calls.
- Provide requested information regarding special education to parents by phone, email and in-person.
- Maintain confidential information of children and families.
- Assist with scheduling and coordinating events, including family activities and parent trainings.
- Data collection and data entry.
- Provide community outreach as a presenter and/or event participant.
- Participate as a WarmLine representative at multi-agency team meetings.
- Be available to work some evenings and weekends.
- Other duties as assigned.

Qualifications:

- *Bilingual Spanish, with ability to read and write Spanish is required.*
- Familiarity with special education and other services that support children with delays/disabilities.
- Strong organizational skills and ability to work independently.
- Ability to work collaboratively and professionally with families and professionals.
- Value and respect for diversity of culture, families, circumstances, and viewpoints.
- Effective verbal and written communication skills in English and Spanish, including telephone etiquette.
- Proficient with Word, Excel, Outlook and internet research.
- Parent or family member of a child with special needs is desirable.
- Comfortable with public speaking.

Please submit 1) Cover Letter, 2) Resume, 3) WarmLine application (all 3 items must be included) to warmline@warmlinefrc.org. Applicants who do not include all documents will not be considered. Applications can be downloaded at: <http://www.warmlinefrc.org/missionboardstaff.html>.

Do not contact organization directly.

WarmLine Family Resource Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. WarmLine Family Resource Center is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.