



2424 Castro Way, Sacramento, CA 95818 [www.warmlinefrc.org](http://www.warmlinefrc.org) 916-455-9500/877-561-7523

## **FAMILY RESOURCE SPECIALIST / SERVICE NAVIGATOR**

20-40 HOURS PER WEEK - SALARY AND BENEFITS DOE

Option for remote work available

Open until filled. Priority review given to applications received by November 15, 2021.

WarmLine Family Resource Center is seeking a dynamic professional to join our dedicated team in serving families of children with developmental disabilities and delays. For the past 30 years, WarmLine has provided resource information and parent-to-parent support to families and professionals in the greater Sacramento region.

To learn more about WarmLine, go to: <http://www.warmlinefrc.org/>

### **Duties:**

- Support families navigating the special education system via one-on-one consultations, IEP process training, and collaboration with local education partners.
- Provide information and support relating to disability service systems in response to inquiries from parents, family members, and professionals.
- Work one-on-one with families in peer navigation program to help promote understanding and access to disability service systems and community services.
- May assist with intake, developmental screenings, and referral to appropriate resources within the Help Me Grow and ACEs Aware programs.
- Conduct community outreach to promote and increase engagement with WarmLine programs.
- Represent WarmLine at meetings and events.
- Perform data collection and other administrative tasks as required.
- Maintain confidential information of children and families.
- Be available to work occasional evenings and weekends as needed.

### **Qualifications:**

- Familiarity with various service systems that support children and adults with disabilities/delays, including special education, public benefits, Regional Center, and Early Start.
- Experience and knowledge of the special education system and IEP process preferred.
- Strong organizational skills with the ability to multi-task and work across various WarmLine programs.
- Ability to work independently and exercise professionally sound judgement.

- Strong interpersonal skills with ability to work collaboratively and professionally with families, staff, and professionals.
- Value and respect for diversity of culture, families, circumstances, and viewpoints.
- Effective verbal and written communication skills, including telephone and email etiquette.
- Familiar with Word, Excel, Outlook, internet research, and other essential office applications.
- Parent or family member of a child or person with developmental disabilities is preferred.
- Fluency in Spanish or other secondary language is preferred.

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

Please 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. Please contact WarmLine if assistance or accommodation is needed during the application process.

Sincerely,

Kelly Young  
Executive Director