

Mission Empower Job Description

TITLE: FAMILY SUPPORT CONNECTOR

REPORTS TO: Executive Director

GENERAL DESCRIPTION: Provide support to families, their children and the general community, with a concentration of supporting families who are living in poverty, have a disability themselves, are from diverse backgrounds, are newly arrived in the country, or have children involved with the foster care or juvenile justice systems, through the services of one on one support, information and referral, and empowerment, so that families and their children may be better equipped to navigate through the private and public school systems, and the community, in order that children and youth with disabilities are meaningfully included in their schools and communities, that leads to higher educational outcomes and progress toward an independent, productive adult life.

ESSENTIAL FUNCTIONS:

1. Completes and enters intake assessments, activity logs, and other records as needed into the data base in a timely and accurate manner.
2. Using the data base, provides and documents information and referral services to families, youth with disabilities and the general public with the main focus on educational and inclusion concerns.
3. Research and order materials for the resource library for families and the community with an emphasis on education law (rights and responsibilities), advocacy techniques, collaborative strategies, and family engagement insuring materials available in alternative languages and alternative format whenever possible.
4. Develop and gather content for M.E. Info packets by maintaining a list of M.E. services, information flyers and pamphlets and supplementing with information pamphlets on educational information; insuring the distribution of information packets at time of intake and at outreach events.
5. Assist with outreach activities including symposiums, fairs, etc. with an emphasis on Early Intervention.
6. Maintains familiarity with services available to families and youth with disabilities including eligibility requirements and appeal procedures, especially in the area of public, private and cyber education.
7. Using the triage classification for the most at-risk families, provides individualized one-to-one support (educational advocacy) services to families and students with disabilities to develop educational goals, participate as an informed member of their Individual Education Plans (IEPs- k – twelfth grade); Individual Family Support Plans (IFSP- birth to three years and pre-school); facilitated IEP meetings; mediations; and resolution meetings. M.E. staff do not participate in due process hearings, however.
8. Attends training opportunities to stay abreast of changes in educational law and other disability issues as relates to inclusion, Early Intervention, family engagement and empowerment of students.
9. Travels independently, as required.

10. Assists with fundraising activities, grant writing and any other activity or event that raises funds for M.E. to continue the mission as required.

11. Performs other duties that may arise that are not otherwise specified to educate, advocate or empower families and their children and youth with disabilities.

QUALIFICATIONS:

1. BA in the Human Services or education field.

2. Personal experience with a disability or parenting a child with a disability and/or related experience may be substituted for education.

3. Knowledge of and commitment to empowerment of families and their children so that inclusion of youth with disabilities into all realms of life and society may be realized.

4. Good oral and written communication skills.

5. Excellent organizational skills.

6. Ability to meet deadlines under pressure.

7. Personal experience with a disability preferred.

8. Work respectfully and collaboratively with fellow staff, M.E. board and volunteers, and the general community.

This is a part-time nonexempt/hourly position.

Mission Empower is an equal opportunity employer.

Mission Empower Executive Director JHP 9/9/2016