

Mission Empower Job Description

Title: Family Support Connector **Reports To:** Executive Director

General Description: The Family Support Connector provides support, coaching, mentoring, information, and referral to families, their children, and the general community with an emphasis on supporting underserved populations. The goal of this position is to better equip families and children to navigate the private and public school systems and utilize community services so that children and youth with disabilities are meaningfully included, leading to higher educational outcomes and progress toward an independent, productive adult life for all.

Hours/Pay/Benefits: This is a nonexempt position of 25 – 30 hrs./week. Compensation begins at \$13.50/hr. Benefits include having a flexible schedule, occasional remote work opportunities, job security, and being part of a small, close-knit team!

Advocacy and Support Functions: *May include...*

- Using the triage classification for the most at-risk families, provides individualized services (educational support, coaching, and mentoring) for children, youth, and young adults with disabilities and their families to develop educational goals, participate as informed members of their 504 plans, 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. However, M.E. staff do not participate in due process hearings.
- Provides evaluations of individual support, coaching, and mentoring services through phone calls, electronic surveys, etc.
- Facilitates support groups and activities to equip and empower parents, foster parents, grandfamilies, and others with the support and resources they need.
- Assists with outreach activities and is present at events with an emphasis on all transitions from birth to young adulthood, collaboration, family engagement, and leadership.

Educational Rights and Resource Development Functions: *May include...*

- Compiles and enters intake assessments, activity logs, and other records as needed into the database in a timely and accurate manner.
- Using the database, provides and documents information and referral services to families, youth with disabilities, and the public with a focus on educational and inclusion issues.
- Researches and orders materials for the resource library for families and the community, including education law (rights and responsibilities), advocacy techniques, collaborative strategies, and family engagement, providing materials available in alternative languages and alternative format when possible.
- Develops and compiles content for M.E. info packets by maintaining a list of M.E. services, information flyers, and brochures, and supplementing with pamphlets on educational information, ensuring the distribution of information packets at time of intake and at outreach events.
- Maintains familiarity with services available to families and youth with disabilities including eligibility requirements and appeal procedures, especially regarding public, private, and cyber education, and:
- Attends trainings to stay abreast of changes in educational law and other disability issues as relates to inclusion, Early Intervention, family engagement, and student empowerment.

Other Duties as Assigned

- Assists with fundraising activities, grant writing, and any other events that raise funds for M.E. to continue the mission as required.
- Must be available for some evening or weekend appointments or events.
- Travels independently, as required.
- Performs other duties that may arise that are not otherwise specified to educate, advocate for, or empower families and their children and youth with disabilities.

Qualifications

- BA or Associates degree in the Human Services or education fields.
- Personal experience with a disability, parenting a child with a disability, and/or related experience may be substituted for education.
- 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.
- Proficient oral and written communication skills.
- Excellent organizational skills.
- Ability to meet deadlines under pressure.
- Commitment to working respectfully and collaboratively with fellow staff, M.E. board and volunteers, families, and the general community.

M.E. is an equal opportunity employer.

Interested candidates should email a resume and cover letter to Jill Hrinda-Patten, Executive Director, at advocate@missionempower.org