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PARENT INFORMATION CENTER OF DELAWARE (PIC)

Position: Bilingual (Spanish/ English) Parent Consultant

Classification: Part-Time 25 hours per week **FLSA:** Non-exempt

Location: Sussex County

Overview: The Parent Information Center of Delaware (PIC) is a statewide non-profit organization with a mission to advance effective parent engagement in education. Parent Consultants are the key to providing accurate, and critical information, resources and support to families of children with all disabilities, age's birth to 26, to support efforts to access appropriate special education programs and related services for their children.

Summary: The Parent Consultant provides parents, caregivers and professionals with information about special education laws, rules and regulations governing the rights of children with intellectual, physical, emotional and learning disabilities to receive a free and appropriate public education and related services, as well as information about best practices when teaching and parenting children with disabilities and special needs. The Parent Consultant also provides education and training and helps parents and caregivers develop effective strategies for coping, resolving conflicts, and acquiring life-long advocacy skills.

Duties and Responsibilities include the following:

- Providing individual technical assistance by phone, email or in person and subsequent follow up to families and other caregivers to promote effective communication and problem solving skills and to offer information pertaining to the duration and overall well-being of their children.
- Serve as an intermediary between the school system and families seeking to advocate for improvement in their children's education.
- Facilitate discussions and workshops/webinars that focus on leadership, building capacity, special education and related services.
- Assisting in the development of pertinent, culturally competent and accessible information and reference materials to be posted on the PIC website and disseminated at trainings, webinars and via the weekly E-news.

Inform. Educate. Advocate.

The Parent Information Center of Delaware is a non-profit, public corporation under Section 501 (c)(3) of the tax code.

- Presenting learning opportunities, (webinars, workshops, newsletter articles, etc.) about special education services and programs, as well as on other topics as relating to the education and welfare of children with special needs.
- Attending school meetings with families when possible, or necessary
- Keeping current, through a variety of sources, with information and materials relevant and useful to families.
- Collecting, reporting on, and maintaining all necessary data and evaluations as required.
- Maintaining telephone/email contacts, activity logs, and demographic information.
- Representing the interests of families of children/youth with special needs on appropriate councils and committees
- Devising and implementing strategies for reaching families considered traditionally hard to reach
- Working in collaboration with PIC's team members to meet the organization's goals.
- Performs other related duties as assigned

Education:

A Bachelor's degree or Associates degree PLUS a minimum of two (2) years' experience working with children, youth, and families in a community based-setting. Degree may be substituted for experience.

Requirements: Must be fluent in both Spanish and English (verbal and written)

1. Sound understanding of Delaware special education laws, regulations and processes (preferred), or personal experience with Delaware's special education system
2. Excellent written and verbal communication skills
3. Excellent organizational skills, including ability to initiate and prioritize tasks, meet deadlines and give attention to accuracy and details
4. Excellent interpersonal and intrapersonal skills
5. Teaching and training skills as applicable to adult learners
6. Experience using computers and software (i.e., MS Word, PowerPoint, Excel, and Outlook) and internet based tool such as google calendar, Google Drive, and virtual meeting software (i.e. Zoom, Join Me, or Skype)
7. Experience using technologies such as LCD projectors, e-fax software, high volume copiers and scanners
8. Ability to work some evenings and weekends
9. Work attitudes that include a commitment to the organization's mission and to supporting teamwork along with a visible willingness to meet or exceed the requirements of the job and tasks as assigned
10. Must have reliable transportation (travel expenses are reimbursed)
11. Must be a self-starter

12. Must be able to carry training materials and small equipment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands, reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 35 pounds.

Preferences:

- Bilingual in Spanish or other language
- Parent, caregiver, or relative of an individual with a disability, with advocacy experience
- Extensive relationships with the Delaware Hispanic/Latin Community

Salary: Starting hourly rate for this position is \$15.00-\$16.50, and commensurate with education and experience.

The Parent Information Center of Delaware believes that equal opportunity for all employees is important for our organization. Accordingly, our nonprofit will not discriminate against an employee or applicant because of race color, creed, religion, sex, age, disability or national origin.

Please submit a current resume, and cover letter with salary requirements to:

Meedra Surratte, Executive Director
Parent Information Center of Delaware
404 Larch Circle
Wilmington, DE 19804
Fax: 302-999-7637

Email: picofdel@picofdel.org

Visit our website at: www.picofdel.org

NO PHONE CALLS, PLEASE