Job Description: Bilingual (Spanish) Parent Consultant

The Parent Consultant educates families about special education and healthcare resources based on the family's current needs and assists in developing a community of support. The Parent Consultant works to increase awareness and improve effectiveness of parent-professional partnerships and collaboration.

Hours, Salary, and Benefits:

Part Time: 30-35 hours per week at $22.17 - $25.67 per hour, non-exempt. Complete package of fringe benefits including paid time off, 14 paid holidays, health/dental/vision insurance for employee (employee pays 10% of cost), and Simple IRA Retirement available.

Reporting Supervisor: Program Director

Supervisory Responsibilities: None

Duties / Responsibilities:

- Willingness to work flexible schedules as deemed necessary including out of area travel, weekends, and evenings.
- Demonstrate capacity to multi-task and meet deadlines while working both in a team and independently.
- Must maintain confidentiality with sensitive information.
- Answering phone calls, managing email, meeting families/individuals, collaborating with coworkers, inputting, and tracking data on various platforms.
- Assist families and individuals with planning, problem solving, training, and empowerment within Special Education and other disability services (IEP, IDEA, 504-ADA, IFSP, ISP/IPP, Regional Center, and generic services).
- Assist in the development of trainings, educational resources, professional, and community engagement activities.
- Facilitating trainings with families/individuals.
- Attend scheduled staff meetings, community engagement meetings, and staff development trainings as assigned.
- Travel to trainings, conferences, and events within the state of California.
- Other duties as assigned.

Required Skills / Abilities:

- Bilingual (English/Spanish) is required.
- Diplomacy in resolving conflicts and integrating differing perspectives.
- Demonstrate effective critical reasoning and problem-solving skills.
- Model effective self-management and coping techniques.
- Excellent verbal and written communication skills, including public speaking.
- Knowledge of resources and services available to families.
- Excellent public relations, conflict management and meeting facilitation skills.

- Ability to demonstrate flexibility and inclusion when working with others.
- Demonstrate sensitivity to working with culturally, economically and/or socially diverse populations.
- Excellent organizational skills and attention to detail.
- Ability to handle escalated situations safely and appropriately.
- Proficient with Microsoft Office Suite, or related software, Zoom (virtual platforms), and data entry.

Education and Experience:

- Education Requirement – HS Diploma, equivalent, or higher.
- Experience supporting an individual in Special Education and Disability Services.
- Knowledge and/or experience with special education systems (IEPs, IDEA), 504 process, and Far Northern Regional Center eligibility and services.
- Proficient in Spanish.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.