**Date:** June 1, 2018

 **Job Title:** Family Resource Specialists – Atlantic/Cape May Counties

 **Reports To:** Director of Intake

 **Job Summary:** SPAN Parent Advocacy Network seeks parents with a strong commitment to the involvement of empowered and educated parents in improving outcomes for NJ children. SPAN is a nonprofit organization whose mission is to empower families and inform and involve professionals and others interested in the healthy development and education of children and youth. SPAN is funded through private contributions and grants from government, foundations, and corporations.

 **Qualifications:**

Demonstrate relevant training and experience with the following knowledge, abilities, and skills:1. Outstanding planning, communication, and organizational skills;2. Excellent outreach, family engagement and empowerment, and community collaboration skills;3. Ability to interact with a diverse population of families, children and youth, and professionals;4. Facility with written and verbal communication, strong Spanish or other second language skills a plus;5. Knowledge of local community and resources;6. Ability to navigate SPAN’s internet-based contact management and communication systems;7. Basic computer skills in use of Microsoft and e-mail communications;8. Ability to work flexible hours and reliable transportation resources.

**Requirements:**

Must be a parent of a child five years old or older with a disability or special health care need (child with special needs, CSN). Must reside in the county in which you wish to serve or have significant experience in that county. Preference is given to a parent of a child who has gone through Early Intervention and transitioned to Preschool and school-age services, as well as candidates who have completed the SPAN Resource Parent Training series. Preferred: Bilingual.SPAN seeks part-time (8.5 weekly hours) Family Resource Specialists (FRSs) to work with project directors, partners, districts and schools, SCHS CMUs, Medical Home pilots, health providers, SPAN staff, and family volunteers to provide high-quality, culturally competent services leading to positive outcomes for CSN and their families and positive relationships with professionals. The position will be housed at the FSO Atlantic/Cape May, in Northfield.

**Specific Duties & Responsibilities:**

* Conduct outreach and provide training and support to families of CSN who represent the full diversity of families in NJ, and professionals who work with families of CSN.
* Provide information, technical assistance, and parent-to-parent support to families of CSN and professionals.
* Assist families of CSN to navigate multiple systems including early intervention, education, health insurance (including managed care), health care, child behavioral health, developmental disabilities, Vocational Rehabilitation Services, child care, juvenile justice, child welfare, and community-based service systems.
* Provide information to families about available services, resources, and supports within the context of health and education core outcomes for children with special needs (family engagement, early and continuous screening/child find and evaluation, medical home that coordinates with other services including schools, community-based services that are easy to use including child care, and after-school care, adequate healthcare financing, and transition to adult systems of care and adult life).
* Enhance family self-advocacy capacity across multiple systems, and encourage youth engagement and self-advocacy.
* Participate as a parent voice in health and education quality improvement efforts. Assist professionals to provide more family-centered, culturally competent, and coordinated care.
* Present at and attend professional meetings relating to project goals and SPAN’s mission.
* Collect and analyze evaluation information; prepare reports as needed in collaboration with supervisor.
* Maintain records and information that support project under direction of supervisor.
* Other responsibilities as needed.

**Send your letter of interest and resume to:** Maria Docherty, mdocherty@spanadvocacy.org

*SPAN is an Equal Opportunity Employment organization.
Candidates with the full range of diverse backgrounds and bilingual capacity are encouraged to apply****.***