



Parent Mentor Job Description

The purpose of the Parent Mentor position is to provide mentoring, support and connection to community resources within their region to families whose children receive early intervention or special education services and support.

Position qualifications:

- Parent of a child with a disability whose child is being or has received early intervention or special education services and support
- Experience on community boards or committees
- Leadership experience
- Strong community connections
- Strong collaborative team skills
- Computer skills, writing ability, public speaking, interpersonal skills
- Participation in on-going learning to update skills and acquire new knowledge
- Ability to work with diverse populations

Description of responsibilities:

- Provide information, resources and referral to families within the designated region
- Provide informal support, mentoring and links within the community to families of children with disabilities
- Coordinate and facilitate learning opportunities for on a wide variety of topics such as *Early On*, K-12, Special Education, and Transition
- Participate and mentor families in the community in policy making activities representing the collective parent voice and perspective
- Mentor families in building parent/professional partnerships
- Travel through out region and to Lansing
- Attend PAC and LICC meetings in the region on a regular basis
- Complete all necessary reports to account for contacts, expenses and time sheets and other activities by the designated due date provided by the executive director
- Work in collaboration with staff and evaluators to document impact, make recommendations for improvement and identify community needs
- When a situation requires on going one-to-one support or advocacy, then the Regional Parent Mentor will make a referral to organizations within the community that can provide that service
- Identify, recruit and mentor future leaders
- Understand State Governance and Data Systems
- Outreach regarding the work of Michigan Alliance
- Other duties as deemed necessary and/or appropriate by the management team