

Position Title: Parent Advocate/Navigator
Reports to: Director of Programs & Advocacy

Michigan United Cerebral Palsy (MI-UCP) is seeking a full-time Parent Advocate/Navigator to work in our Southfield/Lansing office or remotely. The Parent Advocate/Navigator will help to close the disability divide by working with families and persons with disabilities to help them realize their self-sufficiency goals. Supporting families through engagement in their child/ren(s) learning activities and linking families to community resources. In addition to supporting adults with disabilities in accessing services and community resources.

REQUIRED:

A minimum of bachelor's degree from an accredited college/university and at least five years of experience working with people who have disabilities - promoting independence and self-determination.

Parent of a child/adult with a disability whose is currently or has received early intervention or special education services and support and/or community mental health services.

SALARY RANGE (depending on experience): \$40,000 to \$45,000

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of State, Local and Federal programs, and services of benefit to people with disabilities and their families.
- Strong community connections.
- Strong collaborative team skills.
- Ability to work with diverse populations.
- Willing to participate in on-going learning to update skills and acquire new knowledge.
- Excellent verbal and written communication skills
- Excellent computer skills, including Microsoft products
- Access to reliable transportation
- Detail oriented
- Experience partnering with community agencies that provide services to people with disabilities
- Flexible and demonstrates a desire to grow with the position

RESPONSIBILITIES

Work with individuals and families to:

- Secure appropriate Special Education and/or Community Mental Health Services.
- Provide information, resources, and referral.
- Mentor parents during the IEP process in building a parent/professional partnership and in learning to effectively advocate for inclusive education, employment, etc.
- Advocate by attending IEP meetings with families.
- Advocate by attending Person Centered Planning meetings.



- Connect with other families to help create a support network.
- Assist in the development of agency programs and processes that support the mission of MI-UCP and the Parent Advocate/Navigator Basic Function.
- Develop strategies for outreach to families.
- Develop processes, trainings and materials as needed.
- Work closely with the program staff to ensure seamless support for people with disabilities and their families.

**Email or Fax resume and cover letter to Diann Dudash: ddudash@mi-ucp.org
or Fax (248) 557-0224 by December 16, 2021. No phone calls will be accepted**