



**SPECIAL KIDS CRUSADE**  
1900 Garden Road, Suite 230  
Monterey, CA 93940  
[www.specialkidscrusade.org](http://www.specialkidscrusade.org)

We are dedicated to developing resources, raising awareness, and providing support for children with disabilities and their families.

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## **FAMILY SUPPORT SPECIALIST**

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#### **OVERVIEW**

Provide support, information, resources, outreach and referral services to mono-lingual / bi-lingual Spanish speaking families of children with disabilities and special needs, professionals and the public/community; provide support and assistance to supervisor and/or other staff.

#### **MINIMUM QUALIFICATIONS**

Position requires specialized knowledge of the disability field or discipline; experience in discussing issues related to having a child with special needs; experience in accessing services, especially disability services; ability to follow oral/written directions; ability to read and write at a level appropriate to the duties of the position; ability to work cooperatively with others; ability to perform basic mathematical calculations, if appropriate; any other knowledge and abilities essential to the successful performance of the duties assigned to the position. The ability to report to work on time; follow directions from a supervisor; interact effectively with co-workers; understand and follow posted work rules and procedures; accept constructive criticism; other duties as designated and/or assigned. Bi-Lingual English/Spanish required.

Completion of a high school program or its equivalent; demonstrate literacy skills. Experience in discussing issues related to having a child with special needs, experience in accessing disability related services. Demonstrate ability and desire to provide information and support to families and professionals.

**BENEFITS:** Hourly position (Part-time/approx. 20 hours/week).

**SALARY RANGE:** \$13-\$15 / hour

**SCHEDULE:** (Hours are approximate and subject to change):

20 HOURS per week, generally scheduled Monday-Friday 9am–1pm – some evenings and weekends due to community awareness events or parent workshops

#### **FAMILY SUPPORT LIAISON(s) JOB DUTIES/RESPONSIBILITIES:**

1. Provide information, resources, and support to families
  - Assist families with coordination of resources, services and supports
  - Provide families with resources, information, parent-to-parent support, linkages, and referral to community resources and programs
  - Provide support to parents in exploring and accessing programs and services for their children throughout their lives

- Help families locate appropriate group support opportunities
- Help families locate and utilize key agencies and systems of service in their geographic areas
- Provide families with opportunities to build skills to increase access to appropriate services
- Provide opportunities for parents to learn and use the Internet for additional resources, information and networking
- Serve as a resource for families in developing and strengthening their skills as decision makers, coordinators of services and advocates for their children
- Serve as a resource to community disability service programs
- Assist families in learning about and utilizing special education, health, legal, transition, and other systems of service
- Provide one-to-one support, information, resources, and referral to families with newly diagnosed children
- Acts as a general resource support to other staff
- Develops parent/caregiver education, in-service trainings, training for professionals and family community activities
- Coordinates and may facilitate family educational opportunities and parent/caregivers support groups and arranges childcare for participants.
- Conducts needs assessment for children using Ages & Stages Questionnaire (ASQ) to provide assistance, resources and referrals as appropriate.
- Supervise volunteers
- Performs other duties as assigned

2. Provide information, resources and support to professional's, especially those in the area of disability related services
  - Develop positive relationships with community disability providers
  - Provide professionals with information and resources
  - Provide parental perspective to professional staff for planning, policy, implementation and evaluation of systems of service, facility operations and care or services to families
  - Responsible for assigned hours and duties
  - Attend and participate in meetings
  - Identify, collect, disseminates and maintain resource materials
  - Provide support to other staff members (related resources and information)
  - Complete and maintain all data collection, records and reports in accordance with policies and procedures

**Specific Requirements:**

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| <input checked="" type="checkbox"/> Parent of child with disability preferred | <input checked="" type="checkbox"/> Live Scan Background Check |
| <input checked="" type="checkbox"/> Bilingual (English/Spanish) required      | <input checked="" type="checkbox"/> Reliable transportation    |

Submit resume or application located at [www.SpecialKidsCrusade.org/id17/html](http://www.SpecialKidsCrusade.org/id17/html)

by Friday, September 30th at 5:00pm:

Special Kids Crusade

Attn: Human Resources

1900 Garden Road, Suite 230 / Monterey, CA 93940

[mail@specialkidsrusade.org](mailto:mail@specialkidsrusade.org)