

Rhode Island Parent Information Network, Inc.
Parent Training and Information Center (PTIC)
JOB Posting
Bi-lingual Special Education Statewide Parent Mentor

Position Summary: Provide information, support and guidance to Spanish speaking families of children/youth with disabilities in order to empower them and effectively negotiate the educational system on behalf of their child/children. Develop positive interactions with parents/professionals by using good interpersonal and communication skills. A non-judgmental attitude is necessary with sensitivity to the concerns of parents of children with disabilities and the ability to carry out the mission and philosophy of RIPIN.

Principal duties and responsibilities:

- Mentor families encountering educational challenges.
- Assist & educate parents in preparing for all aspects of the IEP (Individualized Education Program) process.
- Effectively problem solve with parents to outline concerns and assess needs.
- Act as a resource for parents/professionals in requesting local and statewide information and supports.
- Model advocacy skills for parents, with a focus on personal empowerment.
- Assist parents in developing appropriate communication skills, so as to strengthen their partnerships with educators and other service providers, and develop the necessary skills to mediate differences with all service providers.
- Participate as effective team member at monthly staff meetings.
- Maintain a comprehensive database of contacts.
- Accept other duties and responsibilities that may be assigned.

Skills and Abilities Required:

- Strong bi-lingual (Spanish/English) verbal and writing.
- Advanced knowledge of special education and other human service systems supporting families of children with disabilities.
- High level of interpersonal skills and excellent communication skills to interact on a professional level with parents and professionals, including the skills to effectively create written documents.
- Organizational skills to manage multiple priorities and tasks.
- Computer skills to maintain computerized functions and files.
- Ability to effectively, cooperatively and collaboratively work with multiple constituents.
- Ability to work both independently and as an effective team member.

Minimum Education and Experience Required:

Potential applicant may be an individual with a disability, a parent of a child with a disability or previous experience working with parents of children with disabilities. A combination of education and experience demonstrating acquisition of the Skills and Abilities required.

Starting salary \$12.00 per hour (Part-time 10 hours per week)

Please send a letter of interest and resume by February 5, 2010 to:

Linda McMullen
RI Parent Information Network
1210 Pontiac Avenue
Cranston, RI 02920
401-270-0101
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The Rhode Island Parent Information Network is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, sexual orientation, religion, disability, color, national origin or ethnicity.