



Open Doors for Multicultural Families

...dedicated to the needs of families who have loved ones with developmental disabilities and special health care needs.

Job Announcement

POSITION TITLE: **Family Support Specialist**

CULTURE/LANGUAGES: **VIETNAMESE**

REPORTS TO: Project Director

STATUS/PAY: **40 hours/week, starting \$17/hour + benefits**

BENEFITS: Mileage reimbursement for approved travel, paid holidays, vacation and sick leave, and medical insurance

SUMMARY: Outreach to communities, coordinate all parent training workshop related activities, help families navigate complex systems, provide language and cultural support, assist families access resources, information and services, support volunteers, Parent Mentors and other community volunteers to support multicultural families, organize inclusive family events, conduct home visits, collaborate with school educators to develop appropriate Individualized Education Programs, partner with professionals to serve their clients with disabilities, advocate for multicultural families of children with disabilities, keep records and document activities, meet with and report to the Project Director regularly.

RESPONSIBILITIES:

Family Services and Community Partnership Engagement

1. Outreach to communities to identify and recruit families of children with disabilities participating at our programs and services.
2. Conduct culturally appropriate initial contact and intake to establish family's service needs.
3. Work with collaborating agencies, assist families navigating disability service systems effectively and obtaining available resources, services and information.
4. Promote parent/educator partnership by supporting families of children with disabilities, Special Educators, Specialists, and administrators to increase parental engagement in the special education.
5. Culturally and linguistically interpret Special Education related information and resources to ensure families' understanding on the issues.
6. Conduct home or site visits. Attend meetings and, such as IEPs, with families and advocate for positive outcomes at the best interests of the families.
7. Link families with parent support groups and support parent mentors and their support group activities.
8. Work as a collaborative team member with other staff of the program to conduct family event



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and fulfill other project related responsibilities.

9. Work with parent mentors to conduct parent education training.
10. Provide community education to increase disability awareness in the ethnic communities and advocate for system changes for people with disabilities from diverse backgrounds.
11. Network and develop positive partnering relationships with other community agency staff.
12. Outreach to diverse communities by distributing materials at community gathering places and resource fairs to ensure program visibility.

Administration:

13. Work with other program staff and Program Director to monitor, evaluate and improve program performance to most effectively meet client needs.
14. Maintain accurate and up-to-date files and documentation online for complete and timely reporting.
15. Maintain confidentiality of client information.
16. Attend program and staff meetings and training as determined by Project Director.
17. Other duties as assigned by Project Director

QUALIFICATIONS:

- Bilingual in **Vietnamese** and English with strong verbal and written English and Vietnamese communication skills
- Preferred but not required: BA degree in special education, social services, psychology, counseling, social work, or related field or equivalent education and experience preferred
- Preferred but not required: one year paid or volunteer experience working with diverse families of family members with disabilities
- Strong computer skills and able to use Microsoft Office software, such as Word, Excel, and Power Point effectively
- Track record of respect for others' experiences, opinions, language, values, culture, and knowledge
- Demonstrated commitment to teamwork and collaboration
- Knowledge of Special Education, DDA system, social services, resources and information for people with disabilities
- Proven ability as an effective communicator and strong advocate for people with disabilities and their families
- Available for flexible work hours (some evenings and weekends as needed)
- Able to commute to and provide services in South King County
- Have a car to drive for work purposes and a valid WA state driver's license and vehicle insurance

Open Doors for Multicultural Families is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits unlawful discrimination based on race, color, creed, sex, marital status, age, national origin, ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, gender identity or any other consideration made unlawful by federal, state or local laws



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People with disabilities and parents of children with disabilities residing in South King County are strongly encouraged to apply for these positions.

CLOSING DATE: until filled

FOR CONSIDERATION:

Please send resume with cover letter to Olga Lindbom olgal@multiculturalfamilies.org

Professional references will be required for the final candidates