POSITION ANNOUNCEMENT – TARGETED RECRUITMENT – NEW POSITION

Please note required qualifications.

TITLE:  Bilingual (Spanish/English) Parent Consultant Serving Parents of children who have been newly diagnosed as deaf or hard of hearing for the Early Hearing Detection & Intervention (EHDI) Program in the Utah Department of Health Bureau of Children with Special Healthcare Needs

ORGANIZATION:  Utah Parent Center, Parent Training and Information Center for Parents of Children and Youth with Disabilities

LOCATION:  Bureau of Children with Special Health Care Needs, 3760 S Highland Dr, Salt Lake City and Utah Parent Center - Salt Lake City Office (See address for UPC below)

Remote work options available during COVID.

JOB STATUS:  Permanent, Part-time (for determination of benefits only); 15 maximum hours per week with some additional flexible hours required

PAY RATE:  $17.56/hour

OPENING DATE:  Wednesday, July 8, 2020

CLOSING DATE:  Wednesday, July 15, 2020 or When Filled with a Qualified Candidate

GENERAL JOB SUMMARY:
As an employee of the Utah Parent Center (UPC or Center), works from the EHDI office at the Utah Bureau of Children with Special Health Care Needs and/or the Center’s main office in Salt Lake City as a neutral party to assist parents of children who have been newly diagnosed as deaf or hard of hearing; works with parents and others individually and provides information and peer support to parents to help them work effectively with relevant providers and other agencies or organizations serving children who are deaf or hard of hearing to obtain services, resolve concerns, and identify programs and services to meet the needs of their children and/or family; helps parents gain the necessary skills to build effective partnerships with early intervention and professionals; provides training and materials for parents and professionals; provides information and referral to various agencies and service providers; Serves as a parent representative on system-level committees and any other duties as assigned; receives ongoing training, including UPC staff meetings and professional trainings and conferences. In addition, the Parent Consultant may attend IFSP meetings to support the parent, in-person or via electronic means as needed. All contacts and interactions must be conducted in a professional manner. Confidentiality is to be strictly maintained related to all activities and services in alignment with the Family Educational Rights and Privacy Act (FERPA) and HIPAA as required by UPC and EHDI Policies and Procedures.

GENERAL JOB RELATIONSHIPS:
● Responsible directly to the UPC Associate Director and/or Project Coordinators, in collaboration with EHDI Director and staff.
● Works cooperatively with all UPC and EHDI staff members, volunteers, and Board members.
● Works collaboratively with parents and professionals from various agencies and in the community.

QUALIFICATIONS:
A qualified candidate:
● Required: Must be the parent of a child who is deaf or hard of hearing – as a parent-to-parent model of service delivery will be utilized.
● Successfully undergo a background check.
● Must demonstrate the ability to communicate well, verbally and in writing in both English and Spanish.
● Must have computer and word processing skills, ability to access and use online resources and databases.
● Must accommodate flexible scheduling (early mornings, evenings and weekends sometimes required).
● Will travel across the state, as needed, with the use of reliable personal vehicle and driver’s insurance (required).
● Has good organizational and problem-solving skills as well as the ability to facilitate effective conflict resolution.
● Has experience in effective public speaking and presentation skills.
● Has knowledge of services and programs available for parents of children who are deaf or hard of hearing.
● Has a high school diploma required (minimum) plus experience with parent-to-parent support and family leadership.

TO APPLY, SUBMIT (by email, fax, mail, or in person):
● Letter describing interest in and qualifications for the position.
● Current résumé with personal and employment references.

Please include both the letter and résumé when responding. An application will be required from qualified candidates selected for an interview.

SUBMIT TO:
Utah Parent Center
Attention: Esperanza Reyes
230 West 200 South, Suite #1101, Salt Lake City, UT 84101-1337
Phone: (801) 272-1051 Fax: (801) 272-8907
Email: recruiting@utahparentcenter.org