

POSITION ANNOUNCEMENT
Please note required qualifications.

TITLE: **Parent Consultant Serving Parents of Children with Disabilities Statewide Utah Parent Center**, Parent Training and Information Center for Parents of Children and Youth with Disabilities

LOCATION: Utah Parent Center - Murray Office (*See address for UPC below*)
Provides Services Statewide-

JOB STATUS: 20 hours per week/40 hours per 2 week pay period

PAY RATE: \$19.70/hour - includes benefit allotment

OPENING DATE: Monday, July 1, 2024

CLOSING DATE: Wednesday, July 17, 2024 or When Filled with a Qualified Candidate

GENERAL JOB SUMMARY:

As an employee of the Utah Parent Center (UPC or Center), works from the Center's main office in Murray as a neutral party to assist parents who have children, youth or young adults with disabilities and special needs; works with parents and others individually and in groups, to inform and train them in their rights, roles, and responsibilities; provides information and peer support to parents individually to help them work appropriately within the school system (special education) and with other agencies or organizations serving individuals with disabilities to obtain services, resolve concerns, and design programs and services to meet the needs of their children and/or family; helps parents gain the necessary skills to build effective partnerships with educators and professionals; works with educators and professionals to create effective parent-professional partnerships; provides, as necessary, training and materials for parents and professionals; provides information and referral to various agencies, service providers; attends UPC staff meetings, and professional conferences and training, and some other activities with Center staff. 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 IDEA and as required by UPC Policies and Procedures.

GENERAL JOB RELATIONSHIPS:

- Responsible directly to the UPC Associate Director and/or Project Coordinators as assigned.
- Works cooperatively with all 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 with a disability – parent-to-parent model of service delivery.**
- Can successfully undergo a background check.
- Is a self-started and self-motivated individual who is proficient in researching information and problem-solving independently.
- Must demonstrate the ability to communicate well, verbally and in writing.
- Must have computer and Google Suite experience, ability to access and use online resources and databases.
- Must accommodate flexible scheduling (early morning, evenings and weekends sometimes required).
- Must be willing/available to travel across the state as needed; use of reliable personal vehicle is *required*.
- Provide proof of automobile insurance.

- 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 and experience.
- Has knowledge of services and programs available for parents of children and youth with disabilities.
- Understands parents' special education Procedural Safeguards/rights and the IEP process.
- High school diploma required (minimum) plus experience.
- **Spanish-speaking helpful, but not required.**

TO APPLY, SUBMIT (by email, fax, mail, or in person):

- **Letter describing interest in and qualifications for the position.**
- **Current resume' with personal and employment references.**

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

SUBMIT TO:

Utah Parent Center
Attention: Esperanza Reyes
5296 S Commerce Drive, Suite 302, Murray, UT 84107
Phone: (801) 272-1051 Fax: (801) 272-8907
Email: recruiting@utahparentcenter.org

