

PARENT CONSULTANT POSITION ANNOUNCEMENT

TITLE: Parent Consultant Serving Parents of Children and Youth with Special Health Care Needs with Utah Family Voices – Family to Family Health Information Center

LOCATION: Utah Parent Center – 5296 S Commerce Drive, Murray, UT 84107 – Hybrid options available

JOB STATUS: 20 hours per week/40 hours per pay period
Permanent, Part-time (for determination of benefits only); 20 minimum hours per week with some additional flexible hours required

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

GENERAL JOB SUMMARY & RESPONSIBILITIES:

As an employee of the Utah Parent Center (UPC or Center), works from the Center's main office in Salt Lake City to assist parents of children and youth with a special health care need; 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 have special health care needs and disabilities to obtain healthcare and related 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 healthcare and key 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. All contacts and interactions must be conducted in a professional manner. Confidentiality is to be strictly maintained related to all activities and services as required by the Utah Family Voices Family to Family Health Information Center within the UPC Policies and Procedures.

GENERAL JOB RELATIONSHIPS:

- Responsible directly to the UPC Associate Director and/or Project Coordinators, in collaboration with UFV and staff.
- Works cooperatively with all UPC 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 or special health care needs that is receiving DSPD services or is waiting for services – as a parent-to-parent model of service delivery will be utilized.**
- Must demonstrate the ability to communicate well, verbally and in writing.

- 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 with special health care needs and the health care system of care.
- Has a high school diploma required (minimum) plus experience with parent-to-parent support and family leadership.
- Spanish speaking is helpful, but not required.

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

1. Letter describing interest in and qualifications for the position **AND**
2. Current resume including professional references

Please include both the letter and resumé when responding and which position you are applying for.

An application, personal references, and employment references are required of qualified candidates selected for an interview. New hires must successfully pass a background check.

SUBMIT TO:

Utah Parent Center Email: recruiting@utahparentcenter.org

Attention: Esperanza Reyes

5296 S Commerce Drive, Suite 302, Salt Lake City, UT 84107

Phone: (801) 272-1051