PEER CONSULTANT
POSITION ANNOUNCEMENT

Utah Parent Center

TITLE	Peer Consultant (Assigned to the Sibling Project)
LOCATION	Utah Parent Center / Assigned Service Area; in-office, community-based, and/or remote as assigned
JOB STATUS	Part-Time (20 hours/week)
PAY RATE	$19.70/hr
REPORTS TO	Associate Director

GENERAL JOB SUMMARY

The Utah Parent Center (UPC) is seeking a Peer Consultant to support the Sibling Project, which provides information, education, peer support, and opportunities for connection to siblings of individuals with disabilities and/or special health care needs.

The Peer Consultant works collaboratively with UPC leadership, staff, families, volunteers, and community partners to plan and facilitate sibling-focused activities, including Sibshops, educational trainings, and other support opportunities for children, youth, adults, and families. This position supports the development of resources, outreach efforts, project documentation, and evaluation activities while helping siblings build connections, share experiences, and access meaningful support.

CORE RESPONSIBILITIES

As an employee of the Utah Parent Center, the Peer Consultant will:

- Provide information, peer support, navigation, and referrals to siblings and families of individuals with disabilities and/or special health care needs.
- Organize and facilitate Sibshops, sibling support activities, workshops, and trainings for various age groups and family members within the disability community.
- Assist with planning and organizing Sibling Project events, activities, and trainings, including maintaining project calendars and supporting scheduling and logistics.
- Develop, adapt, expand, and maintain Sibling Project curricula, educational materials, training resources, and other family-friendly content.
- Support outreach, recruitment, and engagement efforts to connect siblings and families with project activities and available resources.
- Build and maintain collaborative relationships with families, schools, community organizations, agencies, volunteers, and other partners to strengthen Sibling Project activities and opportunities.
- Provide individualized support and information to help families identify needs, understand available services, and develop effective communication, advocacy, and problem-solving skills.
- Assist with organizing project data, maintaining accurate documentation, and compiling information needed for project reports and summaries.

- Support the implementation of project evaluation activities, including collecting participant feedback, administering surveys, and identifying opportunities to improve services.
- Assist with establishing and tracking deadlines for assigned project activities to support timely implementation of trainings, events, and other deliverables.
- Participate in outreach activities, community events, meetings, committees, and conferences that support project goals and strengthen community connections.
- Collaborate with other UPC programs to provide appropriate referrals, share resources, and strengthen support for siblings and families.
- Participate in ongoing professional development, UPC staff meetings, team meetings, and trainings as assigned.
- Conduct all interactions professionally and respectfully, maintaining confidentiality and appropriate professional boundaries in accordance with UPC policies and procedures.
- Complete other duties related to the Peer Consultant role and Sibling Project as needed.

GENERAL JOB RELATIONSHIPS

- Responsible directly to the Utah Parent Center Associate Director
- Works cooperatively with UPC staff members, volunteers, Board members, and project partners.
- Works collaboratively with siblings, parents, families, professionals, agencies, organizations, schools, and community partners.
- Maintains the UPC's role as a family-centered information, training, peer support, and advocacy organization while supporting individuals and families in making informed decisions.

GENERAL QUALIFICATIONS

REQUIRED: Must be a sibling of a person with a disability.

- Must have a high school diploma or equivalent, plus relevant lived and/or professional experience.
- Must demonstrate the ability to communicate effectively, respectfully, and professionally, both verbally and in writing.
- Has strong organizational, time-management, interpersonal, and problem-solving skills, including the ability to plan ahead and anticipate project needs.
- Is self-motivated and able to research information, identify reliable resources, problem-solve independently, and recognize when additional guidance is needed.
- Has experience with or willingness to develop effective public speaking, presentation, group facilitation, and training skills.
- Is comfortable using computers, Google Workspace, online resources, virtual meeting platforms, databases, and other technology required to document and deliver services.
- Has knowledge of, or the ability to learn, services, programs, systems, and community resources available to individuals with disabilities and their families.
- Can work collaboratively with individuals and families from all Utah communities
- Can maintain confidentiality and appropriate professional boundaries.

- Can accommodate a flexible schedule, including occasional early mornings, evenings, or weekends depending on project activities.
- Is willing and able to travel within the assigned service area and/or statewide as required. When use of a personal vehicle is required, reliable transportation and proof of automobile insurance are necessary.
- Can successfully complete a background check when required.

POSITION-SPECIFIC REQUIREMENTS

The Peer Consultant assigned to the Sibling Project position:

- Will need to successfully complete the national Sibshop Facilitator training program
- Gain practical knowledge of sibling issues and needs within the disability and special health care needs community
- Conduct statewide travel with team planning and participate in community-based work

PHYSICAL / WORK ENVIRONMENT EXPECTATIONS

Work may be performed in Utah Parent Center offices, remotely, in partner locations, schools, healthcare or community settings, and at trainings or events. The position may require extended computer and telephone use, local or statewide travel, and occasional evening or weekend activities. Reasonable accommodations may be provided consistent with applicable law and organizational policy.

EQUAL OPPORTUNITY

The Utah Parent Center is an Equal Opportunity Employer.

TO APPLY

Interested applicants should submit:

1. **Letter of Interest:** A letter describing your interest in the position and highlighting your relevant experience and qualifications, including your experience as a sibling of a person with a disability.
2. **Current Résumé:** Include your relevant professional and volunteer experience.

Please submit both documents by email, mail, or in person to:

Utah Parent Center
Attention: Esperanza Reyes
5296 S Commerce Drive, Suite 302
Salt Lake City, UT 84107

Email: recruiting@utahparentcenter.org
Phone: (801) 272-1051

Applications will be accepted until the position is filled with a qualified candidate.