

FAMILY RESOURCE SPECIALIST- Special Education

Full Time Position (Remote/Hybrid)

30-40 Full Time – Salary DOE, Benefits and IRA Plan offered, Holidays off

WarmLine Family Resource Center provides information, parent-to-parent support, and referral to community resources for families who have children with delays and disabilities from birth to 22 years old, and the community of professionals involved with those children and families.

Duties:

- Answer incoming phone calls from families and returning voicemails within 24 hours.
- Provide requested information regarding Special Education to parents by phone, email and in-person or virtually.
- Maintain confidential information of children and families calling our center.
- Assist with developing programming that is culturally relevant to the communities we serve and reduces disparities in marginalized communities with a focus on Special Education.
- Data collection and data entry- keeping accurate data for reporting to Executive Director.
- Actively attend community outreach events as a presenter and/or event participant.
- Participate as a WarmLine representative at multi-agency team meetings as requested by Director.
- Be available to work some evenings and weekends, some travel to surrounding counties required.
- Create and maintain positive working relationships with local agencies that serve children between ages 3-22 in 6 counties that WarmLine FRC serves.

Qualifications:

- Familiar with Special Education Rights and Responsibilities.
- Familiar with CA Education Code.
- Familiar with Part B of IDEA Federal Law
- Familiar with Part C to Part B Transition Process
- Familiar with Regional Center services.
- Strong organizational skills and ability to work independently.
- Ability to work collaboratively, professionally, and positively with families and professionals.
- Value and respect for diversity of cultures and proactively embody values of diversity, equity and inclusion in non-profit work.
- Effective verbal and written communication skills in English.
- Proficient in Word, Excel, Outlook, Zoom, Adobe Acrobat.
- Comfortable public speaking in person or virtual setting.
- **Parent or sibling of a child/adult with special needs is required.**
- High school diploma or GED and Associate Degree accepted, Bachelor's Degree preferred with focus in Education.
- Please submit 1) Letter of Intent 2) Resume 3) WarmLine application (all 3 items must be included) Please email to warmline@warmlinefrc.org. Applicants who do not include all documents will not be considered.

Applications can be downloaded at: www.warmlinefrc.org

Please title your email with “Family Resource Specialist- Special Education”

Do not contact the organization directly.

WarmLine Family Resource Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. WarmLine Family Resource Center is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.