

~BILINGUAL HMONG /RUSSIAN FAMILY RESOURCE SPECIALIST ~

Part/Full Time Position (Remote option)

25-40 hours per week

Salary- DOE

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
- Provide requested information regarding special education to parents by phone, email and in-person or virtually.
- Maintain confidential information of children and families.
- Assist with scheduling and coordinating events, including family activities and parent workshops.
- Assist with developing training curriculums that are culturally relevant to the communities we serve.
- Data collection and data entry.
- Provide community outreach as a presenter and/or event participant. For example: attending resource fairs.
- Participate as a WarmLine representative at multi-agency team meetings as requested by Executive Director
- Be available to work some evenings and weekends.

Qualifications:

- Bilingual Hmong and Russian with the ability to read and write Hmong and Russian is required.
- Familiarity with special education and other services that support children with delays/disabilities.
- Strong organizational skills and ability to work independently.
- Ability to work collaboratively and professionally with families and professionals.
- Value and respect for diversity of culture, families, circumstances, and viewpoints.
- Effective verbal and written communication skills in English and Hmong/Russian.
- Proficient with Word, Excel, Outlook and internet research.
- Comfortable public speaking
- Parent or sibling of a child/adult with special needs is required.

Please submit 1) Cover Letter, 2) Resume, 3) WarmLine application (all 3 items must be included) 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 “Bilingual Hmong/Russian Family Resource Specialist”

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.