



Family Resource Specialist Part-Time Position

Hybrid

Starting: 26/HR

30 hours per week.

WarmLine Family Resource Center is looking to hire a part-time Family Resource Specialist to support families looking for resources and information. This position will require employee to work primarily with Early Start families but will also require employee to support other grants.

WarmLine FRC is a Family Empowerment Center and an Early Start Center in the following counties: Sacramento, Yolo, El Dorado, Alpine, Nevada, and Placer Counties.

Overview of Position:

Under the supervision of the Executive Director, the Family Resource Specialist will serve as the first point of contact between WarmLine FRC and families of individuals with disabilities. This role is pivotal to ensuring families are informed, feel supported, and are guided to resources effectively.

Qualifications (Required to Apply):

- Must be a parent of a child with a developmental disability/special need
- Must be able to read and write English and communicate effectively with staff and parents.
- Must have experience navigating the Special Education process.
- Must have experience or familiar with Early Intervention services including Transition services
- Must have proper phone etiquette, familiar with Salesforce, Excel, Microsoft Word, Outlook, Zoom
- Must have communicate effectively with families, staff, and management in a positive and respectful way.
- Must have the excitement to help families in raising a child with special needs and live up to the mission statement of WarmLine FRC.

Key Responsibilities:

- Support families in understanding Early Start services, evaluations, and IFSPs.
- Connect families to developmental, medical, and community-based resources.
- Provide referrals and follow-up to ensure family needs are met.
- Facilitate or assist with parent workshops and informational sessions.
- Participate in outreach events and represent the organization in the community.
- Maintain accurate documentation and protect family confidentiality.
- Collaborate with team members and community partners to ensure coordinated support.

E-mail your resume and application [Application](#) to Linda@warmlinefrc.org.

OR

Mail documents to: 3336 Bradshaw Rd. 255, Sacramento, CA 95827

Deadline to apply is November 30, 2025.

Please no calls.