



SUPPORT FOR FAMILIES OF CHILDREN WITH DISABILITIES

A support and resource organization providing services for families of children with disabilities

Job Announcement

Position: Parent Mentor Coordinator
Hours: PTE (20 Hours)
Salary: \$18.36 per hour + Benefits
Position Available: Immediately
Job Location: Open Gate Family Resource Center

Position Description: The Parent Mentor Coordinator is responsible for providing families information, education and peer support and follow up; overseeing all aspects of the Mentor Program including planning the logistics for and conducting semi-annual mentor trainings; recruitment and training of volunteer parent mentors; facilitation of parent matches, including follow up; and facilitation of a monthly mentor support group and serving as a liaison with community agencies.

Qualifications: The Parent Mentor Coordinator must have personal experience as a family member caring for a child with a disability or special health care needs, having used the various education and medical systems. Must have demonstrated experience working with families and facilitating meetings. Must be comfortable working in a group and independently. Must be a clear thinker, very energetic, and have excellent people skills. Must have effective communication skills (both verbal and written) as well as proven organizational skills. Demonstrated ability and experience working with staff and clients of varying cultures and backgrounds. *Bilingual English/Cantonese required.*

Support Families of Children with Disabilities is a non profit organization that offers parent-to-parent emotional support to families who have children with disabilities, and information and educational services to families and the professionals who work with them. Our purpose is to support families of children with disabilities as they face challenges. Services include: a phone line, drop-in center, information and referral, support groups, parent mentor program, training's, workshops, community education, special family events and newsletter.

Please e-mail cover letter, resume to: jobs3@supportforfamilies.org

Or send cover letter, resume to:
Family Resource Center Manager
Support for Families @ Open Gate Family Resource Center
2601 Mission Street, Ste 300
San Francisco, CA 94110
Fax: (415) 920-5099

Support for Families is an equal opportunity employer. Qualified women, racial and ethnic minorities, persons with disabilities, parents of children with disabilities, and gays and lesbians are encouraged to apply.

