



## Parent/ Family Coalition Coordinator

Reports to: Program Director

**Position Summary:** This coordinator will actively educate the community and advocate for individuals with developmental disabilities by offering support to families to access and improve the service delivery system. Additionally, they will work to educate community on legislative process and current legislation and policies at the local, state and federal level, and connect community member to their legislators and policy makers. This position is 25-30 hours per week including some evenings & weekends.

### Responsibilities:

- Assure that the parent and family point of view will be represented at public forums, County board meetings, legislative hearings, and other policy formation settings.
- Coordinate and execute a legislative forum or legislative coffee events once per year.
- Collaborate with the Statewide Parent Coalitions.
- Provide leadership & advocacy trainings to individuals with a developmental disability, their parents, family members, and guardians.
- Support community members to connect to their legislators and provide information and education to the community about the legislative process and current legislation and policies.
- Identify parents, family members, siblings, or self-advocates (individuals that experience a developmental disability) in Snohomish County and are interested in actively participating in a leadership role.
- Support leaders to collaborate and share information, and build partnerships to address common and emerging needs.
- Inform, connect and support families in connecting to their communities including inclusive resources & activities.
- Have an understanding of systems to help families navigate and in some instances advocate for change within the system. These systems include but are not limited to: DDA, DVR, SSI, Housing, Transportation, & Education.

### Job Requirements:

- Maintain confidentiality of families and other staff members.
- Ability to travel to Olympia and statewide meetings that may be outside of Snohomish County
- Assure prompt assistance and support to internal and external customers (e.g. families, school personnel, fellow staff, partners, etc.).
- Responsible for program reports and ensures program documentation and records are up-to-date.
- Assist co-workers as needed to meet timelines, goals and achieve outcomes.
- Able to pass background check
- Other duties as assigned.

Life or work experience with developmental disabilities desired. Basic computer skills required.

*The Arc of Snohomish County is an equal opportunity employer. Individuals with disabilities, family members and people of diverse ethnic backgrounds are encouraged to apply.*

**Please submit your resume and a cover letter by Monday August 27<sup>th</sup>, 2018 explaining:**

1. What experience, skills, and personal characteristics qualify you for this position.
2. Why the mission and work of the Arc of Snohomish County appeals to you, and
3. Why this position is the right next step for you in your career.

Email:

Shayne Nagel - Executive Director

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***Achieve with us.***