

Position Summary: This coordinator would organize and plan Sibshops & Adult Sibling meet ups for The Arc of Snohomish County. Sibshops is a program dedicated to the life-long concerns of brothers and sisters of people with intellectual and developmental disabilities (I/DD). As the Sibshop Coordinator, you will create peer support and informational opportunities for siblings of people with I/DD. Additionally, you will educate parents and service providers about siblings' life-long and ever-changing concerns. The coordinator will also support other Connecting Families activities and staff. This position is 15-20 hours per week including some evenings & weekends.

Responsibilities:

- Support siblings to learn about resources, specific disabilities, share common issues, network and build relationships.
- Develop curricular material and activities for Sibshops
- Develop networking opportunities, support groups, & Sibshops
- Assess the unmet needs and gaps in support for families
- Provide/develop information to assist families in accessing and utilizing community resources.
- Provide direct service to families coping with a new diagnosis or new situation, including support around the emotional response, information regarding developmental disabilities and community resources in a culturally appropriate way.
- Inform, connect and support families in connecting to their communities including inclusive resources & activities.
- Maintain up-to-date knowledge of services and resources for families of children with I/DD
- Regularly consults, attends and actively engages with local meetings for partnership and to enhance collaborative efforts on behalf of families and their children.

Job Requirements:

- Maintain confidentiality of families and other staff members.
- Ability to work directly with children of all ages.
- 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 27th, 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.