



Family Empowerment Center Coordinator

Requisition #FEC- CC021623-1
Closing Date: Open Until filled
Classification: Non-exempt
Salary Range: 38,728.2022 - \$51,899.70 Annually DOE

PURPOSE:

Under the General supervision of the Family Empowerment Center Manager, the Family Empowerment Center Coordinator provide training and support for families of children and young adults between the ages of 3-22 living in the Westside Regional Center catchment area. We aim to assist parents to better understand their child's education and developmental needs, effectively communicate with service providers, serve as a resource for the IEP process, participate in school reform, promote Alternative Dispute Resolution, and support positive relationships between parents and professionals.

NATURE OF WORK:

1. Assist parents with special education services by providing one-on-one guidance and assistance, training, workshops, clinics, literature, referrals and other resources.
2. Assist individuals we support and their families with filling out paperwork.
3. Assist in navigating all aspects of virtual meetings.
4. Maintaining regular and frequent contact with parents via phone, email and in-person contact.
5. Conduct training, workshops, and presentations to the community.
6. Participate in quarterly FEDC and LAFEC Meetings or as needed
7. Participate in continued education on special education regulations, systems change, trends, and relevant resources.
8. Oversee and assisting families with lending library.
9. Maintain WFREC's website and social media
10. Take part and contribute to committee conference calls.
11. Build collaborative relationships with community , local legislators, and community partners.
12. Preparing and organizing meeting, workshops, and conferences, including preparing sign-in sheets, surveys, room reservation, and other necessary groundwork.
13. Prepare and archive invoices and documents.
14. Collect and report relevant data.
15. Provide assistance to walk ins from WRC.
16. Participate in WRC Board meetings as necessary.
17. Contribute to the ongoing operational need of the center.
18. Provide occasional translation of calls that come through reception.
19. Conduct "Welcome Orientation" to WRC new employees.
20. Aid in annual Toy Drive.

MINIMUM EDUCATION AND EXPERIENCE:

- Excellent verbal and written communication skills, including strong organizational and interpersonal skills.
- Intermediate computer applications experience, including Microsoft Word, Excel and Outlook as well as the ability to learn new computer applications quickly.
- Demonstrated competency in providing family support.
- Ongoing participation in training is required to stay current on family support, systems of care and educational rights.

SPECIAL KNOWLEDGE & QUALIFICATION:

- Accept, understand, and appropriately respond to the individuals we support and their families
- Provide information and assistance to parents, the public and other staff members in a helpful, courteous, and timely manner
- React calmly under stressful situations and emergencies
- Understand and follow oral and written instructions
- Maintain professional working relationships with those contacted in the course of work
- Understand and follow HIPPA Guidelines
- Understand the guidelines of Mandated Reporters
- Understand the principles of Family Centered Care
- Practice person centered approach when assisting individuals and their families

This position will primarily be based in the office; however, remote work may also be available.

Per California state mandate, the COVID-19 vaccination is required for all regional center employees. Proof of vaccination AND booster is required by at the time of hire; also, this position may be subject to weekly testing and other health and safety requirements.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume with Job Title & Requisition Number in the subject line to Jobs-WRC@westsiderc.org by the closing date.