



**Walla Walla Valley Disability Network
Parent to Parent (P2P) & Informing Families (IF) Coordinator
Position Description
Walla Walla/Columbia/Garfield/Asotin County**

JOB TITLE: Parent to Parent (P2P) Coordinator & Informing Families (IF) Coordinator

WORK HOURS: 15-20 hours/week, flexible (some evenings & weekends)

PAY RANGE: \$20 - \$24 per hour (based on experience and education)

JOB SUMMARY: Provide P2P and IF outreach, information, navigation, and referral for parents, caregivers, and/or family members of individuals with developmental disabilities and/or special healthcare needs, offering peer support, information, and assistance with resources from a trained volunteer peer Helping Parent (“HP”), following P2P best practices guidance.

Work in collaboration with the Parent to Parent Hispanic Outreach Coordinator to offer multicultural support and information in the parents’ primary language, where available.

Collect data for quarterly summary reports and compile information and write P2P material for monthly electronic newsletter.

Provide Informing Families resources at local community events, workshops, and conferences based on input from the Informing Families Advisory Committee, Developmental Disabilities Administration (DDA) staff, and Developmental Disabilities Council (DDC) staff.

Responsibilities:

Host support groups, meetings, and trainings for families to find support and share information and resources.

- Provide the community with information regarding the value and availability of Parent to Parent support.
- Respond to inquiries from community members and/or families in a timely fashion with competence and compassion.
- Plan and host Parent to Parent events and activities in conjunction with Parent to Parent Hispanic Outreach Coordinator.

Recruit parents to become volunteer peer Helping Parents (HP).

- Host at least one peer HP training utilizing the approved state P2P Training annually.
- Encourage leadership and advocacy skills in HPs by providing additional leadership opportunities.
- Invite previously trained volunteer HPs for an annual appreciation event and/or additional skills development training.
- Provide HP training in other languages, where available.

Outreach

- Increase public awareness of the P2P program and WWVDN through newsletters and social media as well as e-mail, e-lists, and e-groups.

Community Collaboration

- Collaborate with other agencies to inform and promote P2P activities.
- Attend community meetings to build relationships with local professionals and establish referral pathways.
- Contact and work with Developmental Disabilities (DD) County Coordinator to discuss and coordinate information sharing and funding.
- Talk with DD County Coordinator and local Developmental Disability Administration (DDA) staff to identify families on wait lists and how P2P can support them.

Network Engagement

- Participate in scheduled Coordinator training and calls hosted by The Arc of Washington State.
- Utilize the Coordinator document page on the P2P website to get training materials and P2P program resources.
- Assess parent and caregiver program satisfaction through P2P surveys.

KNOWLEDGE AND ABILITIES:

Possess applicable computer skills in Microsoft Office programs: Word, Excel, and Power Point as well as Google Docs, Sheets, and Slides.

Trained in interpersonal communications and be an articulate public speaker.

Experienced in the training and supervision of staff or volunteer groups.

Organized in time management, budget management, and data collection and reporting.

Possess basic knowledge of local and state support systems for the DD population.

Ability to effectively work independently focused on assigned priorities.

Ability to work cooperatively with public groups.

EXPERIENCE REQUIRED:

Be a parent/guardian or a close family member of a person with special needs, living or deceased.

Familiar with the emotional responses and the stages of personal adjustment to parenting a child with a developmental disability or special need.

Demonstrated ability to work effectively with individuals of diverse economic, ethnic and social backgrounds.

Ability to travel as needed and attend trainings in the state as requested.

LICENSES AND OTHER REQUIREMENTS:

Maintain valid Washington State Driver's license, acceptable driving record and vehicle insurance coverage.

Must pass a background check through Department of Social and Health Services.

Access to an acceptable vehicle during working hours.