



### **Employment Opportunity**

Position Title:

**Regional Coordinator**

Hours: Part-time, 20 hours per week

Location: Hudson Valley Office,  
Valhalla, NY

### **Overview:**

Parent to Parent of NYS is a family-staffed and led not for profit with eleven regional offices statewide. We provide information, referral, and support to families raising children with developmental disabilities and special health care needs. As part of our work, Parent to Parent of NYS develops a volunteer network of trained Support Parents who provide a safe listening environment to families of individuals with special needs through our Parent Matching program. In building a supportive network of families we reduce isolation and empower families to make informed choices, participate as partners in their children's care, and navigate and influence service systems. [www.parenttoparentnys.org](http://www.parenttoparentnys.org)

### **Counties Served by the Hudson Valley Office:**

Westchester, Orange, Rockland, Sullivan, Dutchess, Putnam, Ulster, Columbia, Greene

### **Position Summary:**

Regional Coordinators of Parent to Parent develop and maintain a network of trained volunteer support parents, who have made the offer to speak to other parents who have a child with a developmental disability or special health care need. Coordinators facilitate parent matches between parents requesting a match and trained support parents.

Coordinators are responsible for developing the parent to parent network, including recruiting and training parents to be support parents, following up with support parents and match requests, and facilitating the ability of parents to be meaningful partners within service systems.

Regional Coordinators assist families with locating resources and in being connected to supports and services, including services funded through NYS Office for People with Developmental Disabilities, community based programs and supports, and services outside the typical service delivery system.

The Regional Coordinator is responsible for conducting workshops that build family partnership and advocacy skills. Parent to Parent of NYS workshops are provided both in person and via webinar.

The Regional Coordinator is responsible for community outreach, with the purposes being to increase an awareness of Parent to Parent of NYS and its programs and to build new opportunities for family partnerships with agencies and other community

organizations. Outreach can be provided in a variety of ways (in person, via web-based conferences, telephone, mailings, etc.)

The Regional Coordinator may be asked to share the perspectives and experience of families, including the ability to tell their own story in a manner which creates impact on system design, and otherwise contribute to various systems building opportunities, including the mentoring of family members who participate in such activities.

Coordinators develop an e-group to help disseminate announcements to families as well as maintain a regional page of the Parent to Parent of NYS website, including a calendar of events and resource section.

Coordinators are expected to regularly report on activity levels within their region.

**Skills Required:**

- Excellent organization, verbal and written communication and telephone skills
- Ability to listen carefully, attentively and with empathy
- Good knowledge of community supports
- Ability to build rapport and sustain relationships with parents and family members of those with developmental disabilities and special health care needs
- Ability to work well with all levels of internal management and staff, maintaining a sense of flexibility
- Ability to work independently as well as collaboratively
- Creative problem solver
- Reliability, consistency, and accuracy
- Ability to speak to groups, in a professional manner, and either demonstrated skills in webinar presentations or the willingness to learn
- Working knowledge of computers including the ability to do internet research, experience using Microsoft Office applications and the ability to run basic computer maintenance
- Able to use and maintain office equipment

**Education, Experience and Other Requirements:**

- Bachelor's degree preferred, but not required
- Bilingual (English/Spanish) preferred, but not required
- Preference will be given to a parent who has experience parenting a child with a developmental disability
- Must have valid driver's license with a clean driving record and the ability to travel to regional counties as necessary
- Attendance at Parent to Parent of NYS' Annual Staff Development Retreat is expected

Send letter of interest and resume by June 20, 2017 to:

Michele Juda  
Executive Director  
Parent to Parent of NYS  
P.O. Box 9212  
Schenectady, NY 12309

or via e-mail: [mjuda@ptopnys.org](mailto:mjuda@ptopnys.org)