



Are you a parent or caregiver of a child with chronic health needs or disabilities?

Do you have passion and expertise in helping other families advocate for their child's needs?

Are you interested in supporting other families and assist them to successfully navigate systems of care and access needed services?

Family Voices of Minnesota's CONNECTED Parent to Parent Peer Support Program is seeking individuals interested in working with our organization as a Parent Support Navigator in the Duluth region in Minnesota.

Family Voices of Minnesota is a state-wide parent run organization that provides support and information for families of children with chronic or complex special health care needs and/or disabilities to assist them in navigating systems of care and accessing needed services for their children.

Please see the attached Job Description. For additional information please contact Carolyn Allshouse: Carolyn@familyvoicesmn.org or 612-210-5547 or Tricia Brisbine: Tricia@familyvoicesmn.org or 763-315-4186.

For more information about Family Voices of Minnesota and the CONNECTED program please visit our website: www.familyvoicesofminnesota.org.



JOB TITLE: Family Voices of MN Parent Peer Support Navigator

REPORTS TO: Project Coordinator

STATUS: 10 hours per week/40 hours per month -contract position – (additional hours may be available)

Location: Home Office

SUMMARY STATEMENT: The Parent Support Navigator is a position within the Family Voices of MN CONNECTED parent to parent peer support program. This program provides support and information to families of children and youth with chronic, complex special health care needs and disabilities in communities around the state of Minnesota, so they are better able to navigate systems of care.

The Parent Support Navigator position includes conducting outreach to provide information to communities about the CONNECTED Peer Support Program, including:

- Clinics,
- other community organizations,
- schools,
- resource fairs and
- individually with parents

Parent Support Navigators will also provide training for families and professionals and recruit volunteers and represent Family Voices of MN and the CONNECTED Peer Support Program in their communities and region of the state.

The Navigator will talk with parents referred to the program usually by phone to understand the needs of the referred parent and then explore the best way to provide support and information; conduct matches as needed and requested using our electronic database, make parent matches, and conduct all necessary follow up on the matches.

FAMILY VOICES MN MISSION AND VISION: To cultivate strong families across Minnesota by connecting them with one another for support and information so they become empowered advocates improving health and quality of life for children and youth with special health care needs and disabilities.

RESPONSIBILITIES:

- Engage with parents via phone or in person to assure that the parent is receiving needed information
- Facilitate parent matches as requested by the parent, and complete necessary follow-up activities.
- Conduct outreach to families/providers/community organizations/schools/clinics/ resource fairs so families in your region receive support and information annually.
- Recruit new Volunteer Support Parents regularly and conduct Volunteer Support Parent Trainings.
- Provide mentorship to newly hired Support Navigator staff, Cultural Liaisons and volunteers.
- Assist with identifying families to participate in family focus groups and surveys.
- Enter data and activities into Family Voices of MN data base.



MINIMAL REQUIREMENTS:

- Family member of a child or youth with a special health care needs and disabilities,
- Good communication skills, ability to speak a foreign language a plus,
- In-depth knowledge of resources for families on the local and state level including health care, financing and insurance, the school system and other community supports,
- Ability to organize and maintain good records, as well as collect and organize data. Familiarity with computer programs including Excel, Word, and internet navigation,
- Ability to work independently,
- Effective in maintaining working relationships with staff, volunteers, professionals, parent groups, key community and agency stakeholders,
- Ability to work with a diverse population of families, children and youth, and professionals.

PROCESS FOR APPLYING:

- Please submit resume or bio including relevant personal and community experience, a letter of interest and two references. For more information contact Carolyn Allshouse at Carolyn@familyvoicesmn.org or call 612-210-5547.