

JOB DESCRIPTION
PROGRAM COORDINATOR, GUIDE BY YOUR SIDE

Reports to: Karen Aguilar, Coordinator, CHOICES for Parents
Independent Contract Position with Anixter Center (fiscal agent for CHOICES for Parents)

CHOICES for Parents and Illinois Hands & Voices announces the Guide By Your Side parent-to-parent mentoring and support program for parents whose children have been identified with a hearing loss.

Responsibilities:

- Oversee, manage and supervise the ongoing services and growth of the Guide By Your Side program.
- Promote the program throughout the state of Illinois, providing informational sessions and workshops to parents and professionals.
- Supervise Parent Guides including but not limited to: training, ongoing support, conflict resolution, special projects, documentation and billing, timesheets and payroll.
- Match trained Parent Guides with families whose children have a hearing loss for one-on-one support.
- Conduct ongoing formal and informal needs assessment of the program, and create projects to fulfill the needs.
- Create, collect and disseminate information for parents regarding communication, education, parent support, resources,
- Work collaboratively to create and oversee development of parent and child workshops.
- Act as a liaison to parent, professional and state organizations locally, statewide and nationally. Participate in state activities promoting parent involvement.

Qualifications:

- Parent of child with hearing loss strongly preferred.
- Knowledge and understanding of the impact of hearing loss on the family and child.
- Support the philosophy of providing unbiased support to families.
- Knowledge of various options for families (communication, technology, education, etc.).
- Experience planning educational workshops for parents and/or trainings.
- Basic computer skills (word, excel, power point)
- Ability to organize multiple tasks, supervise Parent Guides and communicate well in a professional manner.
- Knowledge of the educational and service delivery systems in Illinois and Nationally for children birth to 21 years of age.
- Must be available May 15-17, 2009 for training.

Interested applicants contact Karen Aguilar at 312.523.6400 (outside of the Chicago area call 866.733.8729) or e-mail choicesforparents@yahoo.com by December 19, 2008. For more information about Guide By Your Side, refer to

<http://www.handsandvoices.org/services/guide.htm> and for more information about CHOICES for Parents, refer to www.choicesforparents.org.