



EARLY START FAMILY RESOURCE NETWORK

SERVING RIVERSIDE AND SAN BERNARDINO COUNTIES

1425 S. Waterman Avenue, San Bernardino, CA 92408

P.O. Box 19037, San Bernardino, CA 92423

Telephone: 909-890-4788 or 800-974-5553

Fax: 909-382-4619

ANNOUNCEMENT OF JOB OPENING

TITLE: ESFRN Prevention Resource & Referral Services Parent Mentor – part time

Hourly Rate of Pay: \$18.29 per hour

STARTING DATE: Position Open Until Filled

POSITION DESCRIPTION: Under direct supervision of the Early Start Family Resource Network Coordinator, provides information, referrals, resources, and parent-to-parent support to families whose children (birth to 36 months of age) are at-risk for developmental disabilities through the ESFRN Prevention Resource and Referral Services. Will provide quarterly phone contacts with families; home visitation as needed; has advocacy responsibilities; responsible for completion of all required authorizations and paperwork; community outreach; may be required to facilitate parent support groups; triage phone calls from parents and professional contacts to the ESFRN and to the IRC Library. Provide assistance and support to IRC Library as needed. Has no supervisory responsibility.

MINIMUM QUALIFICATIONS/CRITICAL CLASS REQUIREMENTS:

EDUCATION: Completion of some college work in the area of Social Work, education or nursing preferred or equivalent experience in early childhood development.

EXPERIENCE: Parent of a child with special needs preferred. Experience in early childhood development; working or volunteering in a community setting, bilingual and experience in working in a collaborative fashion with parents and professionals is also preferred.

OTHER: Full use of an automobile, possession of a valid driver's license and automobile liability insurance for the minimum amount prescribed by law or ability to provide for independent transportation. Must have and maintain a safe driving record.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS: The majority of these jobs are performed in the field and in the office. The ability to drive an automobile is absolutely required on a daily basis. The ability to sit, stand or walk for moderate distance on uneven or difficult terrain and the ability to enter inaccessible facilities is also required on a daily basis. Daily, 4-6 hours of reading, writing, and phone work are required. Good oral and written communication skills are required as is the ability to utilize office equipment requiring manual dexterity.

BENEFITS: Not eligible for agency benefits.

APPLICATION PROCEDURE:

Submit the following: Completed employment application.

TO: Early Start Family Resource Network
1425 S. Waterman Avenue
San Bernardino CA 92408

MAIL TO: P.O. BOX 19037
San Bernardino, CA 92423

CLOSING DATE: Applications accepted until position filled.

APPLICATION INFORMATION: The acceptance of your application will depend on whether you have clearly demonstrated that you meet the minimum requirements. Based on a review of your application and supportive information, only the 5 most qualified candidates will advance to the interview portion weighted at 100%. The interview will cover experience, personal suitability, education and general ability to perform the duties of the position.

DATE OF POSTING: March 2012

STATE EQUAL OPPORTUNITY EMPLOYER