

## Parent Mentor Job Description

**Overview:** Provide support to families of children with disabilities in a manner that empowers and fosters independence.

- Job Duties:**
- 1. Family support**
    - Provide emotional support
    - Share information and resources
  - 2. Track information**
    - Record contact with families
    - Keep notes on pertinent information and follow-up plan
    - Track issues that impact families
  - 3. Confidentiality**
    - Maintain a practice of confidentiality
    - Respect families' privacy

- Qualifications:**
- Be the parent or caregiver of a child with special needs
  - Have some flexibility in scheduling
  - Demonstrate ability to effectively communicate
  - Possess the desire to support other families

**Reports to:** Project Coordinator

