

Title: Family Empowerment Center Family Specialist  
Hours: Up to 19 hours per week  
Wage Range: \$20.32 to \$26.89 per hour  
Bilingual \$22.25 to \$29.48 per hour  
Supervisor: Family Empowerment Center Coordinator  
Exempt Status: Non-Exempt

**Job Summary:**

The Family Empowerment Center (FEC) provides free information on community resources for parents and caregivers of children and young adults with disabilities in Lassen, Plumas, Modoc and Sierra Counties. The program provides training and support for children, young adults and their families. Under broad supervision, this position is responsible for providing direct program services including information and support to parents and caregivers of students with any disability. Our goal is to empower the families in learning to navigate the special education system for their students to have the services and supports needed to receive a free and appropriate public education. Significant client contact is required.

**Supervisory Responsibilities:**

- None

**Duties/Responsibilities:**

- Provide day to day operations of the FEC Program under the supervision of the FEC Coordinator
- Follow the contract and operational guidelines as required by California Department of Education (CDE) guidelines ed code
- Works with FEC Coordinator to ensure high quality of services provided and high client satisfaction
- Works with FEC Coordinator and Program Development Manager to prepare all client and program statistical data and narratives required by contract
- Conduct outreach for families requiring assistance through social media, professional collaborations and community events etc
- Travel to outlying areas for outreach and program implementation as needed
- Works with FEC Coordinator to provides in-service training and technical assistance to other agencies, organizations and community groups as needed
- Communicates and meets with families to ensure high quality of services provided and high client satisfaction
- Completes all client and program statistical data and narratives required by contract weekly inputted into google doc database
- Implements the FEC marketing plan throughout all four counties with FEC coordinator and FEC program assistant
- Ensures a positive and effective relationship between the FEC and school districts
- Advises families and school personnel with mediation skills and resources to promote positive educational outcomes for students
- Provides support, resources and training for families in terms of IEP's, 504 meetings, due process meetings, etc.
- Provides support and training to empower families to advocate, mediate and navigate the special education school system.
- Regularly communicates with school district personnel as well as other community professionals
- Stays informed on all policies, procedures and regulations put out by the CDE and Individuals with Disabilities Education Act (IDEA), Special Education Law, Ensures that clients receive information regarding FEC services within 48 hours of initial phone call
- Provides on-going training throughout all Counties on a regular basis
- Maintains confidentiality of client information
- Provides appropriate referrals
- Attend meetings as needed/required
- Helps ensure a safe working environment for staff and clients
- Other duties as assigned

***Required Skills/Abilities:***

- Average level of proficiency in Word, Excel, Google Doc, Zoom and Internet email
- High proficiency in data entry
- High proficiency in Public Speaking
- Excellent writing and communication skills
- Ability to learn resources available
- Ability to pass background clearance
- Ability to be solution focused
- High proficiency in team skills

***Education and Experience:***

- AA in human service field OR High school diploma or equivalent and 1 year experience in a comparable position
- 1 year experience in a comparable position that includes working with IEP's, 504's etc.
- 1 year experience providing case management and monitoring
- 1 year experience applying and interpreting regulations
- 1 year experience with public relations including public speaking and marketing
- A family member, parent or caregiver of a child with a disability that has had direct experience supporting the child through the special education process preferred
- Someone who is bi-lingual in Spanish/English preferred
- Knowledge of Individualized Education Plan (IEP) and the Special Education process preferred

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Driving to outlying areas or long periods and at times in inclement weather is required

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.***