

## Experienced Parent

This employee, under the direct supervision of the outreach coordinator, will support families who have infants in the Neonatal Intensive Care Unit, have received diagnosis in utero, or are transitioning out of Infant Development. Experienced Parents will work alongside Developmental Disabilities Program Managers (DDPM) and Infant Development (ID) providers to provide quality services to families involved in the ID program.

### Job Duties: Experienced Parent

- Experienced Parents will be available to provide direct parent-to-parent emotional support to families through a variety of activities, such as meeting individually with families, Individualized Family Service Plan meetings, setting up support groups, family surveys, and facilitating parent-to-parent connections.
- Experienced Parents will be available to other Early Intervention Professionals to provide a family centered experience/perspective and voice throughout Early Intervention Services.
- Experienced Parents must provide support using their own personal experiences and knowledge of the system.
- Experienced Parents will serve as a resource for DD and ID providers, to relay Family needs and concerns.
- Experienced Parents will attend regional action plan meetings, other general supervision activities, DD staff meetings, ID staff meetings, and EL trainings as appropriate.
- Experienced parents must complete a onetime Certification Program and will be required to complete continuing education requirements yearly to maintain continuity throughout the program.
- Experienced Parents will need to have a child that is currently in ID or have had a child in ID that is under the age of 13.
- Experienced Parents **MUST NOT** be employed or contracted by an ID provider.
- Experienced Parents will maintain accurate records of parent contact, time and effort logs and monthly data reports. Submit to Outreach Coordinator monthly.
- Experienced Parents are required to participate in monthly conference calls with other regional Experienced Parents and the Outreach Coordinator.

### Knowledge and Skills:

- Requires basic office and phone skills, with an emphasis on the ability to communicate effectively with parents and the public.
- Must have experience with Windows computers and software, including PowerPoint, Word, and Excel.
- Must have knowledge of the Individuals with Disabilities Education Act (IDEA) regulations, North Dakota EL system, and regional policies and procedures.
- Must be able to work with other staff in regions throughout the state of North Dakota when new ideas and or experience is needed to support clients.