

Family Resource Network is hiring!



Immediate positions available:

Bilingual Spanish-Administrative Assistant/Family Resource Navigator/Care Coordinator

Part time (25-30 hours per week)
Multiple positions available!

Responsibilities of this position include, but are not limited to:

1. Professionally managing incoming calls from families, professionals, and other agencies to caringly connect them with the resource(s) they seek.
2. Providing wrap around support and care coordination for families with children who have special needs, particularly those with new diagnoses and/or newly identified developmental delays.
3. Providing translation/interpretation support for families who speak Spanish.
4. Supporting the translation of documents/marketing materials and other print collateral from English to Spanish or Spanish to English.
5. Maintaining a high level of confidentiality with regard to client information.
6. Fulfilling receptionist and general clerical duties to include, but are not limited to, answering phones, photocopying, mail processing, filing and office organization.
7. Supporting the operation of the Resource and Toy Lending Libraries.
8. Support special projects as assigned.

The desirable candidate will have experience as a parent or close family member of an individual with special needs or disabilities, will have experience working with parents of children between the ages of 0 and 22, will have experience with school districts and special education, will have knowledge of the California Regional Center system, In Home Support Services, and/or other services that are used by families who have children with special needs.

Working at FRN is a wonderful way for a family member of a child with special needs to share the information they have learned with others, and an opportunity to learn so much more.

If interested, please send cover letter & resume to:

Family Resource Network
5250 Claremont Ave., Ste. 148
Stockton, CA 95207

Attn: Director

Or email to:

FRNfamilies@frcn.org

In the Subject Line: Attn: Director-employment