

## **PIC Outreach Parent Liaison (OPL) Job Description**

(revised 3/2018)

**Mission:** Our mission is to help families of children with and without disabilities become more active in their children's growth, learning and education to increase children's school success and greater independence in life.

**Status:** Full-time flexible schedule (35-40 hours/week), beginning at \$14.00 – \$17.00 hourly (depending on education/experience), non-exempt status.

**Qualifications:** Preference goes to a parent or family member of a child with disabilities (age 3-26) with personal knowledge of and experience with disabilities, Individual Education Programs (IEP), the special education process and their impact on families. Bachelor's degree in social services, education and/ or related field. Experience in public speaking is a plus.

**Skills required:** Must possess clear written and interpersonal communication skills. Must be self-motivated and a self-starter to work in a satellite location without daily, onsite direction. Successful applicant must have the ability to problem-solve and negotiate with teams. Must have the ability and knowledge to use e-mail and computers with Microsoft Office software as a communication tool, and information management and organizational skills. Must have the capability to learn and understand legal regulations of the Individuals with Disability Education Act (IDEA), and be able to clearly explain them to families.

**Responsibilities (include but not limited to):** The Outreach Parent Liaison's main priority is to empower parents by providing information and training so that they can understand their rights under the Individuals with Disabilities Education Act. The majority of this is done through one-on-one/individual technical assistance and support and problem solving over the phone/in person concerning IEP and disability issues. Other responsibilities are to coordinate/facilitate logistics for at least 3 workshops/ trainings in the central region of the state. Successful applicant must be able to work flexible hours to include early mornings, evenings, and some weekends. Some out-of-town travel is required for annual staff training, and to attend Individualized Education Program meetings in the Natrona County and Fremont County area, (as pre-approved), so applicant must have the ability to travel and access to personal vehicle for travel. (Mileage is reimbursed at \$0.55/mile). The successful applicant must have the skills and ability to represent the Parent Information Center in a consistently professional manner always modeling a commitment to the organizations' mission and values.

The Outreach Liaisons' are the "fingers" into the community who offer technical assistance, support and information on a personal basis, while being a voice for PIC in their community. The Project Coordinator is the PIC Outreach Parent Liaisons' direct supervisor.

**TOGETHER** *We Make a Difference!*

**Parents Helping Parents of Wyoming, Inc.,**  
500 W. Lott St, STE A, Buffalo, WY 82834 (307) 684-2277  
[info@wpic.org](mailto:info@wpic.org) Visit us online at [www.wpic.org](http://www.wpic.org)

Specific job duties and competencies for direct parent support:

- 1) Provide individual technical assistance, support and accurate information to families on the Individuals with Disabilities Education Act, Individualized Education Programs (IEP), and available resources
- 2) Performing intake procedures online (contact logs), documenting activities and contacts on a daily and monthly basis online
- 3) Market and advertise PIC throughout the region, gathering email addresses monthly
- 4) Attend IEP/IFSP meetings upon request (after required PIC training & orientation- with prior approval)
- 5) Coordinate/facilitate at least 3 trainings/workshops in the central region of the state
- 6) Maintain and update resources and contacts for central office database
- 7) Provide a local "voice" for PIC by attending local interagency and planning meetings and networking with community service providers
- 8) Serve as a liaison between local community /region and the central PIC office
- 9) Participate in staff professional development opportunities (at least one yearly, typically in Buffalo or at state special education law conference in August--absolute requirement)
- 10) Adhere to all confidentiality policies
- 11) Participate in weekly phone calls with PIC Coordinator
- 12) Create and share weekly schedule with PIC staff
- 13) Remain current on resources and information relating to the community