

Employment Opportunity



Regional Coordinator

Location: 25 Beaver Street, Manhattan

Serving: Bronx, Kings, New York, Queens, Rockland, Westchester

Classification: full-time (40 hours); hourly, non-exempt; weekdays with some evenings and weekends

Range: \$39,520 - \$43,740

Benefits: Health/Dental/Vision; PTO and Paid Holidays; Employer-Matched 403B Retirement Plan; Life Insurance

Reports to: Program Manager, Family Support Services

Overview:

Parent to Parent of NYS is a peer-staffed and led not for profit with five regional offices statewide. We provide information, referral, and support to families raising children with developmental disabilities and special health care needs across the lifespan.

Position Summary:

- Assist families with locating resources and in being connected to supports and services, including services funded through NYS Office for People with Developmental Disabilities, community-based programs and supports, and services outside the typical service delivery system.
- Develop and maintain a network of trained volunteer Support Parents and facilitate matches with families who request personalized peer support.
- Present in person and virtual training workshops that build family partnership and advocacy skills.
- Plan and conduct community outreach to increase awareness of Parent to Parent of NYS and its programs, especially in underserved populations, and build new opportunities for family partnerships with agencies and other community organizations.
- Effectively share the perspectives and experiences of families and otherwise contribute to the development of accessible, affordable, and effective systems of care, including the mentoring of family members who participate in such systems building activities.
- Ensure accurate and timely documentation of services provided, to include entering these activities in our database within one week of completing the service.
- Prepare periodic program reports, timesheets, and all required paperwork timely and accurately.
- Other duties as assigned.

Skills Required:

- Excellent organization, research, verbal, and written communication skills.
- Good knowledge of NYS agency and community-based supports.
- Intermediate knowledge of computers and standard office equipment, including familiarity with Office applications and ability to run basic maintenance tasks.
- Ability to:
 - Effectively plan one's own work, while also working well within a team;
 - Listen carefully, attentively and with empathy;
 - Build rapport and sustain relationships with colleagues, partners, and those we serve;
 - Speak to groups, in a professional manner, and either demonstrated skills in webinar presentations or the willingness to learn; and
 - Produce quality work with reliability, consistency, and accuracy.

Education, Experience and Other Requirements:

- Associate degree or higher preferred, but not required.
- Preference will be given to a parent who has experience parenting a child with a developmental disability.
- Valid driver's license, with a clean driving record, and ability to regularly travel in assigned region.
- Ability to travel overnight to annual staff development retreat (4 days/3 nights.)
- Bilingual (English/Spanish, English/Chinese) preferred, but not required.

How to Apply: Send a resume and cover letter, describing you and your relevant experience, to fssjobs@ptopnys.org no later than January 15, 2025