



**POSITION AVAILABLE**  
**PEP Squad Parent Leader**  
**of the Parent Empowerment Project (PEP)**

**Searching for individuals with leadership experience in the developmental disabilities community who are passionate about reducing racial and ethnic disparities, and parents of children in the Regional Center.**

**POSITION TITLE: PEP Squad Parent Leader, Parent Empowerment Project**

**REPORTS TO:** Project Director, Parent Empowerment Project

The Autism Society of Los Angeles (ASLA) is seeking candidates for positions as Parent Leaders/PEP Squad as part of the Parent Empowerment Project (PEP). This project seeks to reduce the racial and ethnic service disparities for individuals and families served by Westside Regional Center (WRC) through the provision of materials, trainings, advocacy outreach, and community building activities. This is a team role, working closely with parents and the community to reduce disparities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned as needed)*

- Participate in extensive training program to gain a thorough understanding of: rights to
- services at regional centers, person-centered planning, other service systems such as IHSS
- and SSI, crisis supports, cultural sensitivity, mandated reporting, and other issues.
- Collaborate with Project Coordinator and Project Specialist to represent the community in development of project design and continuous program improvement initiatives.
- Collaborate with fellow PEP Squad Parent Leaders to create a supportive and innovative team.
- Establish and maintain collaborative relationships with the families and self-advocates who are underserved at Westside Regional Center.
- Assist families in completed applications, forms and prepare letters for services.
- Engage and mentor parents of Westside Regional Center clients:
  - Conduct face-to-face meetings with assigned underserved families.
  - Develop a relationship and mentor the assigned families.
  - Implement a person- and family-centered approach to empowering the underserved family to navigate the California developmental disability system.
  - Serve as a liaison to service coordinators and staff at WRC to assist parents in obtaining necessary services for their child(ren).
  - Connect the families with other organizations to assist them in accessing other supports beyond the regional center, if needed.
  - Track outcomes of meeting with families
  - Provide ongoing assistance to help the family navigate the process.
- With guidance from the Project Director, maintain a working knowledge of significant developments and trends in disparities in the developmental disability community.
- Have positive working relationships with WRC staff to ensure best outcomes for families.
  - Foster positive communication and a strong working relationship with service coordinators.

- Encourage and facilitate families' participation in the on-going trainings and family support activities and groups at WRC.
- If requested by Project Director, represent the PEP Project to agencies, organizations, and the public.
- Implement project processes and requirements with regards to reporting, confidentiality and maintenance.

### **STRENGTHS AND SKILLS:**

A candidate should possess the following:

- Parent of a client of a regional center who has experience navigating the California developmental disability system.
- Passion for working with families with a member who has a disability to improve their quality of life and reduce disparities.
- Must have ability to complete applications, forms and read through documents such as IEP's and IPP's.
- Basic computer skills required. Must know how to navigate the internet, search websites, and print forms.
- Community leader with proven track record.
- Caring individual who wants to make a difference in underserved families' lives.
- Proficient in oral and written English and/or Spanish (can be mono-lingual).
- Effective communication abilities.
- Ability to problem solve and collaborate with family and team and adjust quickly to changing needs.
- Ability to build strong relationships.
- Proactive, self-starter who enjoys working 1:1 with families and being part of a team.
- Experience implementing practical knowledge gained in training.
- High level of integrity and diplomacy.
- Ability to engage and work effectively with a diverse population of people
- Ability to manage schedule of appointments and priorities.
- Ability to work flexible hours, including evenings and weekends.

### **QUALIFICATIONS AND REQUIREMENTS:**

- At least 2 years of experience formally/informally as a parent leader in the developmental disability community. Eg. PTA, informal support groups, church, community etc.
- Experience in parent to parent advocating preferred.
- Professional and/or volunteer experience in the developmental disability community, including knowledge of regional centers, rights under the Lanterman Act, IHSS, and generic resources.
- Family member of individual receiving regional center services
- Ability to travel to regular meetings at Westside Regional Center in Culver City and to various residences throughout their catchment area.
- Must be able to legally work in the United States;
- Must meet the qualifications of a driver as established by our insurance carriers, proof of insurance coverage, received clearance through a DMV printout and have a dependable and reliable transportation;
- Must pass a background check.

**COMPENSATION AND HOURS:**

- Position will be paid as a monthly hourly, averaging around \$13 - \$15/hour (depending on experience). Approximately 10 hours per week. (During training hours may be exceeded but individuals will be compensated)
- Work schedule is flexible, however, some weekend and evening hours will be expected.
- Availability is desired as early as June 30<sup>th</sup>, 2018.

Qualified applicants are encouraged to submit resume and/or application (May 24, 2018)

<http://www.autismla.org/1/pep-parent-empowerment-project/> at [pepinfo@autismla.us](mailto:pepinfo@autismla.us) or mail to 21250 Hawthorne Blvd Suite 500, Torrance CA, 90503 by June 15, 2018 reference "Parent Leader."