



<b>Job Title:</b>	Bilingual Family Advisor	<b>Location:</b>	HUNE
<b>External posting:</b>	contactus@huneinc.org	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$20-25/hr., based on experience	<b>Position Type:</b>	Part-time
<b>Date posted:</b>	August 11, 2023		
<b>Fax or E-mail:</b> (215) 425-6204 or <a href="mailto:lhernandez@huneinc.org">lhernandez@huneinc.org</a> <b>RE:</b> Bilingual Family Advisor Position		<b>Mail:</b> HUNE 2215 N. American Street Philadelphia, PA. 19133	

**JOB DESCRIPTION**

**Role and Responsibilities**

The Bilingual Family Advisor facilitates the provision of information and training to youth with disabilities and families of children and youth with special educational needs, encompassing a comprehensive spectrum of special education domains. This entails delivering insights into the implementation of relevant laws and elucidating rights and responsibilities, crucial for fostering educational advancement and academic triumph for the child and/or youth. The BFA establishes and sustains continual engagement with families, partners, school personnel, and the broader community, consistently upholding linguistic appropriateness and cultural sensitivity.

- Manage and execute professional youth and parent training and workshops, virtually and in-person.
- Stay updated on Special Education trends, curate training materials, and develop new workshops.
- Disseminate project information through various channels including exhibits and online platforms.
- Provide live interpreting/translation (English and/or Spanish) as needed.
- Collaborates with internal and external stakeholders
- Consult and network with youth, families, team members, school faculty, and referral agencies.
- Collaborate and Participate in internal/external committees and uphold confidentiality.
- Stay updated on best practices through conferences, webinars, and literature.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bilingual fluency in English and Spanish, both written and spoken.
- Strong collaboration skills and aptitude for teamwork.
- Enthusiastic and proactive learner with a self-initiating approach.
- Proficient in computer usage, particularly in Microsoft Office.
- Holds an Associate Degree or possesses equivalent practical experience.
- Background in training or a related field.
- Exhibits effective writing abilities.
- Adept at maintaining accurate records and gathering necessary data.

**DESIRED QUALIFICATIONS:**

- Confident communicator with a proven track record of effective expression.
- Familiarity with special education regulations and local community support systems.
- Possesses a degree from an accredited university.
- Background in community/human/social services, particularly within the Latino community.
- Applicants with personal experience as parents of children/youth with disabilities or individuals with disabilities are encouraged to apply.



**HUNE**