



Bilingual Family Advocate

Padres e Hijos en Acción is looking to hire a Bilingual Family Advocate in partnership with UW Madison Waisman Center on a multi-year community engagement project. Padres e Hijos en Acción is a grassroots family-led non-profit agency that started in 2017 with the goal of understanding and addressing the health care needs of families from the Latino community in the Dane County, Wisconsin area. Padres e Hijos en Acción has a strong presence and relationship with Latino families with Children with Special Health Care Needs and uses an asset-based approach to support opportunities for children and their families to be included in a range of community life activities they would otherwise be excluded from. There is an emphasis on ensuring that Latino families have equitable access to the local healthcare service system.

Position title: **Bilingual Family Advocate**

Target start date: Target start date: March 1st, 2024

Percentage: 50-60% FTE

Job summary: Bilingual Family Advocate will recruit and support Dane County Latino family leaders in their roles and activities; oversee family engagement and training; assist in assessing family knowledge, learning needs, and project impact; and ensure families have the information, support, and resources to fully contribute their experiences and priorities to stakeholder events and discussions.

Navigator Duties:

1. Make regular contact with the families as needed; daily, weekly, monthly.
2. Help develop family communication methods (blog, social media, list serv)
3. Maintain confidentiality of family records and personal information.

4. Collaboration with other stakeholders to help identify barriers for family caregivers.
5. Identify ways to share activities/opportunities with people who might be interested.
6. Recognize and promote family's readiness, willingness, and ability to participate in accessing services.
7. Support families as they take steps to access services including attending meetings, participating in phone calls, and contacting the family.
8. Develop a system of recordkeeping with each family regarding contacts and resources.
9. Maintain records of assistance being provided to family with details of systems contacted.
10. Conduct and facilitate presentations and training to build families' skills and knowledge to support their family members.
11. Actively participate in community resource planning and related work to establish better relationships with service delivery systems.
12. Develop a system to connect families with similar experiences.

Required Qualifications:

1. Personal experience working with families with member with special care needs.
2. Knowledge and a willingness to learn about Wisconsin services systems, benefits, and support available to families of children and adults with disabilities.
3. Proven ability to provide coordination and collaboration with families within systems.
4. A member of the community where families access services with knowledge of services and resources in that community.
5. Understands and demonstrates respect for the diverse values and cultures of the families involved with the organization.

6. Knowledge and willingness to learn about strategies to support equity and inclusion.

7. High school diploma or equivalent degree (includes GED).

8. Must have a valid driver's license and access to a vehicle or some other transportation to areas within Dane County.

9. Familiar with Microsoft Office programs.

10. Fluency in English and Spanish (both oral and written).

11. Ability to work independently and as a part of a team.

To apply:

Submit the following application materials to Parents and Children in action Inc.
at portillohm99@gmail.com

subject line:

1) Resume

2) Cover letter describing your experience and qualifications

Preference will be given to applications received on or before January 15, 2024.