



Leadership in Disabilities and Achievement of Hawai'i

SCHOOL READINESS PROJECT PARENT CONSULTANT

Needed: One Full-Time
Location: LDAH Ma'ili or Honolulu Office
Application Deadline: Open until Filled

The School Readiness Project (SRP) Parent Consultant shall strive to improve the school readiness of children entering kindergarten by providing outreach, case management, parent education, preliminary screenings; including developmental, hearing and vision screenings (if appropriate), connecting families with their medical home and well care checks for the target population (children ages 0-5 years of age).

Duties and Responsibilities:

- Maintaining client files
- Maintain working knowledge of screenings, agencies, partners, collaborators, and systems serving children in Hawaii.
- Plan and utilize events and trainings or other venues as approved by the Supervisor to connect with the target population, and to ensure the progress of the work.
- Identify issues and strategies to help the target population with access to project services.
- Obtain appropriate consents, as approved by the agency, from parent or guardian to provide services to children.
- Conduct, as needed, interviews with parents and appropriate collateral contacts to obtain necessary information.
- Research, as needed, the child's records as part of a comprehensive investigation to identify issues and create problem-solving strategies.
- Attend meetings relevant to cases and issues needing resolution, including meetings with parents, schools and preschools, related service professionals or other agency personnel, client review meetings, etc.
- Respond to parent and professional inquiries, e.g., telephone, written, electronic, etc., within one working day.
- Provide information, referral and technical assistance to parents and professionals by phone mail or email.
- Provide case management services to assigned families.
- Ensure client (parent and child) confidentiality is maintained in all education and advocacy activities according to Agency policy and procedure.
- OTHER DUTIES – See full job description at the time of applying.

Position Qualifications:

1. Degree in education or special education or related field preferred (work and personal experience in screenings, assessments and other data collection and analysis, and work with small children, families, or work in the target area may be substituted).
2. Time management and organizational skills, ability to plan, implement and complete tasks and assignments by deadlines.
3. Excellent oral and written communication skills.
4. Familiarity with social, cultural, geographic and economic characteristics of the target areas.



Leadership in Disabilities and Achievement of Hawai'i

5. Experience working with families and parents of children with special needs, knowledge of special education law, hearing, vision and developmental screenings and assessments.
6. Experience conducting presentations or public events.
7. Experience and/or ability to network with public and private organizations throughout the State including parent, disability, and advocacy groups and other training programs.
8. Strong computer skills necessary (Microsoft Office applications)

Driver's license and a clean driving abstract required. Excellent oral and written communication skills are a must. Familiarity with social, cultural geographic and economic characteristics of Oahu's diverse communities is important. Knowledge of developmental, hearing and vision screening activities and tools are preferred, but will be taught. Public presentations skills are essential.

PLEASE READ CAREFULLY TO APPLY: If you are interested in this position, **YOU MUST** complete the following steps:

1. Provide a current Resume
2. Provide a Cover Letter

Send Resume and Cover Letter to: TKing@LDAHawaii.org

SALARY AND BENEFITS:

1. Salary range: TBD
2. Paid medical, dental, vision insurance for employee. Dependent coverage is available at employee's expense.
3. Parking and mileage for business travel.
4. Paid holidays, sick leave and vacation according to Personnel policies.
5. 403 B retirement and SEP IRA eligibility according Personnel policies.
6. Paid Christmas break after successful completion of the 3-month introductory period.