

# Autism Delaware Inc.

## Job Description

**JOB TITLE:** Parent to Parent Training Facilitator

**DEPARTMENT:** Family Support

**REPORTS TO:** Director of Family Service

**EFFECTIVE DATE:** April 18, 2022

**FLSA:** non-Exempt

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### **SUMMARY:**

This position is a member of the Family Services Team and, along with the Parent Training Coordinator, is responsible for facilitating parent-to-parent training programs/workshops for parents of individuals with ASD. This position reports to the Director of Family Services.

The Parent Training Facilitator works under the Parent Training Coordinator, and will be responsible for facilitating and/or co-facilitating designated statewide trainings and workshops approved by Autism Delaware leadership, maintaining fidelity of the training curriculum, and maintaining accurate documentation of services provided.

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### **DETAILS:**

#### **ENTRY LEVEL QUALIFICATIONS:**

- Lived experience navigating services as a parent/guardian of a child with ASD
- At least one-year experience preferred with families impacted by autism or other significant experience working with the disability community.
- Experience in the delivery of presentations and/or training programs.
- Excellent oral and written communication skills and interpersonal skills.
- Ability to work independently as well as part of a team.
- Ability to assess and problem solve quickly and make decisions.
- Ability to adhere to all confidentiality standards and procedures.
- Excellent time management, organizational skills and ability to multi-task.
- Ability work flexible hours, including evenings and weekends.
- Ability to demonstrate cultural competence and sensitivity to different populations.
- Ability to speak, read and write English at the college level.
- Ability to effectively learn and use a variety of software applications.
- Ability to adhere to our organization's core values and policies
- College degree in human services or related field from an accredited university preferred
- Bi-lingual skills a plus
- The use of a personal vehicle, including the possession of current auto insurance and driver's license, and willingness to facilitate workshops throughout Delaware and virtually.
- Valid Driver's License

## **QUALIFICATIONS FOR CONTINUED EMPLOYMENT:**

- Adherence to all policies and procedures.
- Punctual and regular attendance as scheduled.
- Fidelity of implementation of workshop curriculum.
- Successful, safe and effective implementation of job tasks.
- This job description in no way states or implies that these are the only job duties to be performed by the incumbent. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

## **WORKING CONDITIONS:**

This position is an hourly position. Availability for daytime, evening, and weekend activities is required. Travel to other locations within the state may be expected.

## **JOB RELATED DUTIES**

- Work in partnership with the Parent to Parent Training Coordinator to facilitate existing parent-to-parent training programs for parents of individuals with ASD.
- Deliver parent trainings on a routine and ongoing basis as determined in conjunction with the Parent to Parent Training Coordinator.
- Contribute to the creation of a regular training schedule.
- Establish working relationships with agency staff and other community stakeholders to promote parent workshops.
- Adjust hours as needed to meet scheduling needs, including facilitating workshops at different times of day.
- Provide documentation of trainings provided and attendance for each workshop.
- Represent the agency at external meetings as requested.

## **ESSENTIAL FUNCTIONS:**

### **1. Understands and models agency and department's commitments, mission, vision and treatment philosophy**

- Actively participates in meetings, demonstrating self-awareness, responsibility, initiative and professionalism in accordance with our options policy
- Is flexible and accommodating in unplanned or crisis situations
- Seeks and accepts help and direction freely and when needed
- Demonstrates follow through on team's goals and plans
- Demonstrates a commitment to ongoing professional development through the study and practice of new skills and knowledge in the field

### **2. Works effectively with the team to ensure excellent service delivery**

- Represents Autism Delaware effectively in the community and with families
- Works closely with Parent-to-Parent Workshop Coordinator to schedule workshop series and facilitate workshops.
- Must be flexible regarding service provision and be responsive and flexible regarding participant needs to ensure sensitive and solution-based approaches to service changes

- Effectively utilizes available software platforms, such as PowerPoint, Excel, and Outlook email programs
- Maintains fidelity of implementation with regard to workshop curriculum.

**3. Effectively and professionally manages documentation for services**

- Maintains and writes clear, accurate, and thorough reports regarding services offered
- Documents service delivery to children, adults and families in appropriate databases
- Maintains excellent notes and submits all required documents in a timely fashion
- Collects survey as needed
- Responds to parent requests for information and support and maintains records of those requests