

# **FRCD RECRUITING NEW STAFF**

The Family Resource Center on Disabilities is now interviewing candidates for the following paid position:

**BILINGUAL TRAINING AND INFORMATION SPECIALIST POSITION:** Part-Time Position

## **Responsibilities include:**

- \* Providing special education rights information in Spanish and English, in response to phone requests.
- \* Conducting special education rights sessions in Spanish and English, in the FRCD office, and at other Chicago area locations, (including Cook, Du Page, Grundy, Kane, Kendall, Lake, McHenry, and Will counties).
- \* Providing individualized assistance in Spanish and English to parents in preparation for IEP meetings, and other special education meetings.
- \* Other tasks as needed.

## **Qualifications include:**

- \* Knowledge of laws and rules related to the education of children with disabilities.
- \* Experience in working with individuals in an advocacy role.
- \* Good verbal and written communications skills, in English and Spanish.
- \* Good computer skills, including knowledge of social networking.
- \* Ability to keep good records and collect data for evaluation purposes.
- \* Good public speaking skills.
- \* Availability for work on evenings and weekends.
- \* Owning and driving an insured car.

## **Flexible Hours Available**

**Bilingual Chicago parents of children with disabilities are especially invited to apply. Interested applicants should send their résumé to: Michelle Phillips, Executive Director, at FRCD, 20 E. Jackson Blvd., Room 300, Chicago, IL 60604, [frcdptil@ameritech.net](mailto:frcdptil@ameritech.net).**