



Parents Reaching Out

NICU Family Specialist Part-Time, 20+ hours Job Posting

Position Summary:

Provide families who have children who are or have been cared for in the neonatal special care nurseries at the University of New Mexico Hospital with support, information, and access to resources.

Job Responsibilities:

- Develop and maintain communication with families to ensure that information and support are easily accessible, family-friendly, relevant, and appropriate based on family, child, and nursery situations, conditions, and routines.
- Support families in the process of developing their Individual Family Service Plan (IFSP)
- In coordination with hospital staff, help families transition from the hospital to home through personal contact, written materials, and participation in the Special Baby Clinic.
- Build strong working relationships with hospital staff such as nurses, social workers, physicians, and therapists.
- Share the perspective of families who have had an infant cared for in a NICU with healthcare providers, which may include attending meetings and committees when applicable.
- Assist the Early Childhood Programs Director with identifying family leaders.
- Develop and present workshops for families and professionals throughout the state.
- Develop and update materials to support families understanding of early intervention services.
- Maintain current files of individuals contacted in accordance with HIPPA guidance guidelines.
- Report to the Early Childhood Director.

Desired Qualifications:

- Knowledge of laws and rules related to early childhood birth to 3 years old and individuals with disabilities.
- Experience in planning, communication, training, and organizational skills.
- Experience planning and conducting dynamic, interactive in-person training and using technology for diverse groups of people.
- Demonstrated excellent communication skills.
- Working knowledge of technology necessary to perform job functions (Microsoft Word, PowerPoint, Excel, and data entry).



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- Experience working with others in a guidance role.
- Own transportation and flexibility for occasional in-state travel. Workshops are scheduled during both daytime and evening hours.

Education and Experience:

- Prior experience with caring for a child in a Newborn Intensive Care Unit is encouraged.
- **Valid driver's license and insured automobile required.**
- Bilingual in Spanish/English preferred.

Physical Requirements

- Works in home-based and office/classroom-style environments.
- Much of the work is completed while sitting and/or standing.

**Must be able to successfully pass a background check.*

Wage Range: \$15.50 - \$18.00/hr

Parents who have prior experience of having had and cared for a child in a Newborn Intensive Care Unit are strongly encouraged to apply.