



**GUIDE BY
YOUR SIDE™**

Job Description: Parent Guides

A Parent Guide must be a parent or legal guardian of a child who is deaf, hard of hearing, deafblind, or deaf with additional disabilities who will undergo specialized training to provide support to families with children who are deaf or hard of hearing.

Specialized Knowledge and Skills:

- A good **parent guide** will be able to distinguish between personal belief system and bias, and will never manipulate or skew information or input with a family.
 - **Parent Guides** must be able to describe options for families in an unbiased manner consistent with the philosophy and mission of Indiana Hands & Voices.
 - **Parent Guides** must be able to support families with diverse backgrounds regardless of the educational and/or communication option they select in a manner that is consistent with unconditional positive regard.
 - **Parent Guides** must have knowledge of local and regional resources.
 - **Parent Guides** must have an understanding of the unique needs of infants and youth who are deaf or hard of hearing.
 - **Parent Guides** must have an understanding of the Birth to 3/ First Steps, early childhood system and Part B/ Public Education system and be willing to work collaboratively with the IFSP and IEP team members.
 - **Parent Guides** will be able to demonstrate comfort in supporting parents through the emotions associated with learning of their child's hearing condition.
 - **Bilingual Parent Guides** will possess a strong understanding of the unique challenges faced by families where English is not the primary language and will assist the family in learning through communication in their native language.
- ❖ Parent Guides will be expected to have a basic knowledge of the above. The program will offer comprehensive initial and ongoing training to support the work and continued development of the knowledge and skills of the parent guides.

Performance Expectations:

- **Parent Guides** are expected to meet identified protocols in a timely way. If the designated timelines can not be met, **Parent Guides** are expected to contact the GBYS Program Coordinator and ask that the case be re-assigned.
- **Parent Guides** will provide their own transportation and must be willing to travel to meet with families and to attend trainings. Mileage and other authorized expenses will be reimbursed.
- **Parent Guides** will complete all necessary paperwork, including home visit logs and accurate documentation of their work.
- **Parent Guides** will maintain regular contact with the GBYS Program Coordinator.
- **Parent Guides** will have access to the internet and be willing to conduct business via email and internet technologies as necessary.
- **Parent Guides** will attend a mandatory initial training and on-going required trainings.
- **Parent Guides** will attend and assist with implementation of the quarterly family events hosted by Hands & Voices New Mexico Chapter.
- **Parent Guides** will maintain standards of confidentiality as outlined in the GBYS program.
- **Parent Guides** will be participants of and maintain good standing within the Hands & Voices New Mexico Chapter Organization.
- **Parent Guides** must be authorized to work within the United States.
- **Parent Guides** will treat all families with kindness and respect regardless of race, religion, socioeconomic status, or life style choices even if they are inconsistent or in conflict with their own values.
- **Parent Guides** will provide all options to families in an unbiased manner and support families no matter what options families chose for their children.
- **Parent Guides** will be active within their communities and leaders throughout the state on committees, boards, etc... where parents as stakeholders are vital.