



Position title: PEARS Parent Guide

Position type and pay: Part time, hourly, 15 hours per week at \$18.20 per hour

Location: We are hiring a PEARS Parent Guide from West TN to serve West TN and a PEARS Parent Guide from East TN to serve East TN

Work setting: Remote/work-from-home, with travel to outreach to the community and for in-person meetings, as needed. Mileage is reimbursed at the state rate for approved travel for work purposes.

Supervised by: PEARS Program Coordinator

Organization: Family Voices of Tennessee (FVTN), a program of the Tennessee Disability Coalition

About us: [Family Voices of Tennessee](#) is a program staffed by families to support families raising children with disabilities, special health care needs and chronic illnesses. We connect families with each other, community resources and tools to navigate the health care system. We educate and train families to help them become effective advocates for their children and professionals on how to partner in family-centered care. We strive to improve public policy for children with special health care needs, chronic illnesses and disabilities, their families and caregivers. Family Voices of Tennessee started in 1993 as a program of the [Tennessee Disability Coalition](#) and became the first state chapter of the national Family Voices organization.

Our PEARS Program provides individualized support, information, and resources to families raising children who are D/deaf, Hard of Hearing, or have hearing issues by connecting them with experienced Parent Guides who “get it.” We work closely with D/deaf or Hard of Hearing volunteers to introduce interested families to the vibrant D/deaf culture and community.

There are three total PEARS Parent Guides. Each represents one grand region of the state (West, Middle, East).

Qualifications:

- **Must be the parent or family member of an individual who identifies as D/deaf, Hard of Hearing or has hearing issues.**
- Must have working knowledge through training and/or experience of health care and related service systems for children with special health care needs, chronic illnesses or disabilities.
- Must have supervisory and management experience.
- Must have strong relationship management skills and be able to work well with individuals of diverse backgrounds and cultural traditions.
- Must have communication and presentation skills.
- Must be competent and effective using computer, database and work-related technologies.
- Travel may be required to attend relevant meetings and conferences in-person.



- Bilingual English/ASL or Bilingual English/Spanish, a plus

Key duties:

- Provide direct parent support, primarily through home visits, phone calls and other forms of communication, to families of infants and children who are Deaf, Hard of Hearing or have hearing issues. This includes providing information and assistance in a responsive and supportive manner.
- Provide community outreach and education to families of infants and children who are Deaf, Hard of Hearing or have hearing issues.
- Provide regional outreach and education to local/state agencies and professionals.
- Attend occasional evening and weekend support groups, workshops or events.
- Participate in regular conference calls and meetings with the Newborn Hearing Taskforce and in annual Learning Community meetings.
- Represent FVTN at conferences, workshops and meetings, as requested.
- Attend regular Family Voices of Tennessee staff meetings and Tennessee Disability annual staff meetings.
- Collaborate with FVTN staff to provide support to families, share resources, create presentations and trainings, & further the program mission.
- Engage in relevant learning or professional development opportunities, at least quarterly.
- Document work activities including outreach, training and contacts with families and professionals in online database (Salesforce CRM) in a timely manner.

Position benefits:

Part-time employees who work a minimum of 15 hours per week are eligible to enroll in optional supplemental health plans through Colonial Life and a medical flexible spending account and/or dependent care flexible spending account through Pinnacle Financial Partners.

The Coalition observes 10 designated holidays each year. Paid time off (PTO) accrues per pay period (semi-monthly). Annual PTO earning for 15-hour per week employees who have been employed 0-5 years is 54 hours and increases with tenure to a maximum of 108 hours per year. Flexible scheduling is permitted.

Mutual of America provides the Coalition's employer sponsored 403(b) Retirement Plan. The Coalition matches the amount our employees contribute to the plan dollar for dollar up to 6% of employee salary after the employee has been with the Coalition for one year.

Non-discrimination policy:

The Tennessee Disability Coalition is committed to providing equal opportunities to volunteers, employees, applicants for employment and those seeking our services, consistent with Title VI of the Civil Rights Act of 1964. No person will be discriminated against because of race, religion, creed, color, sex, age, genetic information, national origin, sexual orientation, gender identity, veteran status, disability or Limited English Proficiency (LEP). The Coalition requires that each



employee adhere to the same standard of non-discrimination. Each employee is required to have a signed Non-Discrimination Policy statement on file.

In compliance with the American Disabilities Act, the Tennessee Disability Coalition will provide reasonable accommodations to qualified individuals with disabilities. We encourage both prospective employees and incumbents to discuss potential accommodations.

Contact Information and Procedure:

All applications (cover letter, resume and work sample) must be submitted via email to hr@tndisability.org.

A work sample can be any format. Examples include but are not limited to: written material such as a brochure or blog post, graphic material such as a social media post or infographic, a project plan you developed for a work or volunteer project, a video or audio interview you provided, etc.