DSAMn Family Connector Job Description (Part-Time/Virtual)

Organization Overview:
The Down Syndrome Association of Minnesota (DSAMn) is a statewide nonprofit organization with the mission to empower individuals and families, create community, and celebrate people with Down syndrome. We do this by providing support, assistance, and opportunity to individuals with Down syndrome and their families. Our vision is for all people with Down syndrome to achieve their fullest potential in an accepting and inclusive society. We are the leading source of information and support for individuals, families, and providers across the state of Minnesota. We are committed to providing support, assistance, and opportunity to all individuals with Down syndrome and their families.

Position Overview:
Our team of Family Connectors provide support, assistance, and quality referrals to individuals and families as they navigate complex and bureaucratic systems like healthcare, education, housing, and county services. In addition, our Family Connectors are aware of the landscape of programs that serve individuals with Down syndrome and can help connect individuals with DSAMn programs, partner programs, and other community resources. Equally as important, Family Connectors provide feedback to DSAMn on community needs to aid with future program and service development.

Our Family Connectors serve all families. For this reason, it is our goal that our team of Family Connectors represent the rich ethnic, racial, and socioeconomic diversity of the individuals with Down syndrome living in our state.

Job Qualifications
- Bilingual in Spanish and English with the ability to speak with families in Spanish and communicate with other agencies in English.
- Passion for the mission and vision of the Down Syndrome Association of Minnesota.
- Positive attitude and strong work ethic.
- Creativity and problem solving skills.
- Strong communication skills and outstanding ability to maintain and foster relationships across a diverse set of individuals.
- Comfort working independently as well as part of a team.
- Must be able to manage time to handle client caseload and research project simultaneously.
- Understanding or driven to learn about the complex systems that we help families navigate.
- Passion for learning, attending trainings, and developing trainings for others. Comfort with public speaking is desired.
- Prior professional experience working with individuals with intellectual or developmental disabilities is preferred.

Minimum Requirements
- At least 2 years of professional experience as a case manager, social worker, or in a similar role helping individuals and families gain access to and/or navigate complex systems like healthcare, public education, state and national support programs – OR – at least 10 years of personal experience navigating systems for yourself as a person with a disability or as the parent of a child with a disability.
- At least 8 hours per week of daytime availability during the business hours of the systems you’re helping families navigate (typically Monday -Friday, between the hours of 9am – 4pm.)

Job Details:
- Hours: Part-Time, approximately 12 hours per week. Schedule will be determined in advance. (See above for daytime availability requirements.)
- Location: Virtual, with occasional meetings (no more than once monthly) in our headquarters in St. Paul.
- Pay: $20.00 - $22.00 per hour depending on qualifications.
- Job offers are contingent upon the results of a background check.
To apply, please send a resume and cover letter in english to Ashley Azar at ashleyazar@dsamn.org. Your cover letter should include details on how you meet the minimum requirements of the job (i.e. case management experience and daytime availability).

DSAMn is committed to fostering a diverse and inclusive workplace. We believe in the value of different experiences, skills, and voices in strengthening our work and achieving our mission. We also strive to have our team reflect the rich ethnic, racial, and socioeconomic diversity of our state. Because of this, we especially want to encourage people of color to apply for this position.

DSAMn is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, familial status, veteran status, sexual orientation, genetic information, public assistance, local human rights commission activity, gender identity or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.