



Educational Advocate Position Available

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Healthy Minds Consulting is seeking a passionate educational advocate who desires to support the needs of high-risk children and youth and is committed to helping our small business grow and thrive. The successful candidate will flourish in an environment that supports individual growth, allows for flexible hours, honors ethics, and encourages work-life balance. The Educational Advocate we hire will bring their experience and formal training in educational advocacy, will be detail oriented and able to complete all tasks required in a timely manner, and will be able to provide virtual or in-person services throughout Los Angeles County. We are looking for someone who is able to triage tasks and client needs to manage priorities, is able to maintain professional demeanor in a variety of working environments, and is equally comfortable working independently and within groups. Please find additional details below. If you're the one we're looking for, please email a cover letter and your résumé or CV in PDF format to kellyrain@healthymindsconsulting.com.

Job Duties Include (but are not limited to):

- contact school/district/local education agency (LEA) professionals or other service providers to request needed records or reports
- follow-up on paperwork related to client cases in a timely manner
- keep detailed notes/logs
- review files/educational records
- attend IEPs, 504 Plan or other educational meetings throughout Los Angeles County
- assist students/families with school enrollment
- educate families on their rights and options (within IDEA, CA Ed Code, AB490, and other laws)
- attend court, as needed
- may require research on resources and laws pertaining to education, special education, and related fields
- stay up-to-date on current changes in laws and district policies
- identify how specific laws and regulations apply to individual cases
- maintain close communication with team members
- communicate effectively and promptly with schools, agencies, courts, parents, supervisor, and any other parties necessary to fulfill advocacy duties
- assist attorneys with 317e Referrals, as needed
- generate reports, as needed
- enter data into databases in a timely manner

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Qualifications:

- experience and formal training in educational advocacy
- knowledge and understanding of IDEA, CA education laws, 504 Plans
- experience working effectively with multi-disciplinary teams
- experience with high-risk youth and/or youth with mental health needs
- basic Excel abilities
- basic Word abilities
- able to navigate social media
- excellent organizational skills
- excellent social skills
- excellent English language skills – spoken and written
- highly professional ethics
- able to work well independently and in group situations
- able to take direction
- willing to learn and grow
- have a reliable vehicle and able/willing to drive to client meetings
- maintain a good driving record and auto liability insurance
- maintain professional liability insurance

Preferred Qualifications:

- Spanish-speaking
- knowledge and understanding of Regional Centers
- knowledge and understanding of other social service systems
- SEAT or other professional advocacy training

Additional Information:

- flexible schedule and hours
- opportunities for professional growth and development, networking, and learning
- hourly rate of \$25-30/hour
- Per Diem (expected average of 20-25 hours per week, variable)