

Parent Liaison Roles & Responsibilities

- ▶ Provide parent to parent support at time of intake and during the initial evaluation/assessment and IFSP development process
- ▶ Provide information on use of insurance
- ▶ Provide parent to parent support during six month/annual IFSP reviews
- ▶ Serve as a member of the IFSP
- ▶ Work with team members and administrators to promote family-centered policies and practices at the local level, participating in staff meetings, team and agency training and staff development
- ▶ Participate on the Local Interagency Council (LIC) and assist in recruitment of parent members
- ▶ Provide on-going parent-to-parent support, if needed
- ▶ Develop and coordinate opportunities for parent-to-parent linkages
- ▶ Participate in service team meetings and coordinating with other team members regarding family services, upon family request
- ▶ Know the “ins” and “outs” of the Illinois Early Intervention System
- ▶ Understand the roles and responsibilities of
 - ▶ Service Coordinators
 - ▶ Service Providers
- ▶ Have a good list of “who to call” when you have questions
- ▶ Offer your knowledge and expertise, but don’t preach
- ▶ Notify service coordinators if families have issues that cannot be addressed by a Parent Liaison or that require services by a licensed counselor
- ▶ Provide parent resources and referral information
- ▶ Communicate with families, IFSP team members and with CFC staff, when appropriate