



CAREER OPPORTUNITY

Education & Support Specialist

FULL/PART-TIME POSITION

25-40 hours per week between 9:00AM – 5:30PM on weekdays
Evening and weekend hours as necessary
\$16.00 per hour

POSITION SUMMARY

Provide information, educational training, and support to families who have children with developmental delays, disabilities and undiagnosed health, behavior, social emotional and educational concerns.

SKILLS

Reflective listening; understanding of individuals from diverse cultures; excellent communication skills; understanding of the services and supports available to children with disabilities and their families; basic computer skills; working knowledge of Microsoft Word, Excel, and PowerPoint.

ESSENTIAL FUNCTIONS

- Provide support and information to families who have children with developmental delays and disabilities
- Assist families with school, health, and behavior issues
- Attend IEP, IFSP, Resolution and Mediation meetings
- Conduct presentations, trainings, educational workshops, IEP workgroups, face-to-face meetings, and outreach activities
- Collect and document data as required by the project
- Generate grant specific forms
- Identify and link families to leadership activities
- Volunteer at fundraising activities

MINIMUM QUALIFICATIONS

- Preferably a parent of a child with a disability
- 2 Year Degree or work experience equivalent
- Knowledge of community agencies and resources
- Sensitivity to different cultures
- Demonstration of effective oral and written communication skills
- Bilingual in English and Spanish preferred
- Work evenings and Saturdays, on rotation basis

E-mail resumes to hmaizvargas@ptopmiami.org