



CAREER OPPORTUNITY

Education & Support Specialist

FULL TIME POSITION

20-40 hours per week between 9:00AM – 5:30PM on weekdays
Evening and weekend hours as necessary
\$16.00 - \$17.00 per hour commiserate with experience

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 and organizational 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 virtual platforms (Zoom, Go To Training, Slack, Microsoft Teams); ability to excel at details, multi-tasking and working under pressure.

ESSENTIAL FUNCTIONS

- Provide support and information to families in our Enrichment Project who are Black/African American or Haitian Creole speakers, and have children with developmental delays and disabilities
- Assist families with school, health, and behavior issues
- Participate in virtual and in-person IEP, IFSP, Transition, and Manifestation meetings
- Conduct virtual and in person home visits and face-to-face meetings
- Conduct presentations, educational workshops, and outreach activities
- Collect and document data as required by the project
- 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
- Preferably bilingual English and Haitian Creole
- Demonstration of effective oral and written communication skills
- Ability to occasionally work evenings and Saturdays

E-mail resumes to hmaizvargas@toppmiami.org

Parent to Parent of Miami is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.