



## CAREER OPPORTUNITY

### *Education & Support Specialist*

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**FULL TIME POSITION**

20-40 hours per week between 9:00AM – 5:30PM on weekdays; 100 %  
In person. Evening and weekend hours as necessary  
\$20.00 per hour

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**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.

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**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.

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**ESSENTIAL FUNCTIONS**

- Provide support and information to families who 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

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**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 Spanish
- Demonstration of effective oral and written communication skills
- Ability to occasionally work evenings and Saturdays
- Requires the ability to transport and lift up to 10-15 lbs.

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**E-mail resumes to [hmaizvargas@ptopmiami.org](mailto:hmaizvargas@ptopmiami.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.