



## **CAREER OPPORTUNITY**

### ***Education & Support Specialist***

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#### **POSITION**

20-40 hours per week between 9:00AM – 5:30PM on weekdays  
Evening and weekend hours as necessary  
\$15.00 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 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.

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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
- 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 a Parenting Skills Checklist assessment
- 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
- Demonstration of effective oral and written communication skills
- Bilingual in English and Spanish preferred
- Ability to occasionally work evenings and Saturdays

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