



CAREER OPPORTUNITY

Education & Support Specialist

FULL/PART-TIME POSITION

25-40 hours per week between 9:00AM – 5:30PM on weekdays
Fully In-office
Evening and weekend hours as necessary
Hourly rate: \$20.00

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
- Two (2) year degree or work experience equivalent.
- Knowledge of community agencies and resources.
- Sensitivity to different cultures.
- Effective oral and written communication skills.
- Ability to occasionally work evenings and Saturdays.
- Requires Level 2 background screening.
- Requires the ability to transport and lift up to 10-15 lbs.
- Valid driver license & reliable transportation.

E-mail resumes to 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.

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