



## **CAREER OPPORTUNITY**

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

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#### **PART-TIME POSITION**

25 hours per week between 9:00AM – 5:30PM on weekdays, 100% In Person  
Evening and weekend hours as necessary  
\$20.00/hour with paid sick time and paid Federal holidays

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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; strong computer skills; working knowledge of Microsoft Word, Excel, and PowerPoint, and Zoom.

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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 grant specific forms
- Identify and link families to leadership activities
- Support fundraising initiatives and activities

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#### **MINIMUM QUALIFICATIONS**

- Preferably a parent of a child with a disability
- Bilingual (written and spoken) English and Spanish
- 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's license and reliable transportation.

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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.

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