

TITLE: Parent Resource Specialist

REPORTS TO: Project Supervisor

SUMMARY:

Parent Resource Specialist provides one to one assistance to families of children identified through the Early Discovery Service Partnership, link the families to additional community resource and supports, provide monthly workshops on IDEA Part B and C; developing your child's IEP and IFSP, attendance at meetings, collaborate with community partners, and provide support for conflict resolution.

HOURS: Weekday Hours Range between Monday – Friday, 8:00-5:30 PM (Evening and Weekend Hours as Required).

RATE OF PAY: \$15 per hour/ 40 hours a week.

DUTIES AND RESPONSIBILITIES:

- Providing support, information and referral to families who have children with disabilities identified through the Early Discovery Service Partnership.
- Administering the optional interest & strength survey and other surveys as required.
- Provides Assistance to parents in communicating with Early Steps personnel, the school, the child care center, the Regional Center and/or district offices.
- Assist as part of Early Discovery Conflict Resolution Team.
- Attend Individual Family Support Plans (IFSP) or Individual Education Plans (IEP) as requested.
- Follow-up with families after attendance at IFSP and IEP meetings.
- Provide monthly two hour workshops in north and south in English and Spanish. Workshops for families required in Haitian Creole will be provided by the Parent Resource Specialist housed at the Mailman Center. Overview of IDEA Part B and C, Developing your child's IEP, Developing your child's IFSP at sites determined by Early Discovery.

QUALIFICATION

- Must be a parent of a child with a disability who has gone through Early Steps program or M-DCPS Pre-Kindergarten program for children with disabilities;
- High school diploma, or equivalent;
- two (2) years of college (non-degree acceptable);
- Knowledge of community agencies and resources;
- Sensitivity to families dealing with recent diagnosis;
- Sensitivity to different cultures;
- Demonstrate effective oral and written communication skills;
- Computer skills;
- Willingness to occasionally work evenings and Saturdays;
- Bilingual in English and Spanish.
- Willingness to travel

PERFORMANCE EXPECTATIONS:

- Attending staff and team building meetings
- Work collaboratively with other projects
- Communicate regularly with Early Discovery Service Partnership Staff and attend monthly YCSNDC meetings
- Responsible for collecting and documenting data as required by the project
- Accountable to the Executive Director of Parent to Parent of Miami

BENEFITS:

- Salary commensurate with experience, excellent benefits, including health insurance, vacation, sick leave, and generous holiday schedules.