



Family Support Specialist Job Description –PEATC

2017

The Family Support Specialist is responsible for responding to the informational needs of parents of children with disabilities and the professionals who serve them under the provisions of the US Department of Education Office of Special Education Programs. Under the supervision of the Deputy Director, the Information Specialist conducts intakes with families and professionals throughout all regions in Virginia and trains parents in their role as partners in education. The Information Specialist works in a dynamic team environment.

Required Qualifications:

- Experience in working with professionals, families of children with disabilities, and individuals with disabilities.
- Demonstrated knowledge of the Individual's with Disabilities Education Act (IDEA) and other disability civil rights laws including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.
- Ability to move objects weighing up to 40 pounds
- Driver's License, an automobile, proof of automobile insurance and ability to travel locally for work related errands

Preferred Education

Bachelor's Degree required. Experience may be substituted for academic preparation

Responsibilities:

Intakes

- Build relationships with families and professionals across the Commonwealth of Virginia.
- Provide parents of children with disabilities, disability -serving professionals, with information about state and Federal disability education provisions, provide problem-solving opportunities, and support that will help them to better meet the needs of children and young adults with disabilities 0-26 years of age and their family members.
- Remain current on state and federal disability education and disability civil rights laws, regulations, best practices and other rapidly-changing developments impacting the lives of people with disabilities
- Actively participate in all data collection processes including inputting information into the official company database, Salesforce.

Workshops/Presentations

- Effectively prepare and deliver workshops according to the audience and time constraints.
- Assist in the planning and advertising of workshops and trainings to meet grant requirements.
- Conduct workshops and presentations for parents and professionals on topics related to Special Education.
- Assist with planning and conducting outreach activities to families of children with disabilities.
- Represent PEATC at meetings, conferences, task forces, interagency councils, advisory boards, etc.

Resource Development/Documentation

- Support the work of agency team members, project collaborators and community-based team members
- Collect pertinent information for families, organize, and facilitate webinars monthly basis.
- Report and collect statistical information for evaluation purposes.
- Update PEATC parent handouts pertaining to laws, information and referral sources and distribute to all other staff members, as appropriate.
- Other duties as assigned by Executive Director.

Characteristics, Knowledge, Skills and Abilities

- Ability to communicate clearly and concisely, both orally and in writing
- Proficient in PC-based computer skills, including use of email, Internet, Microsoft Office programs: Outlook, Word, Excel, and PowerPoint
- Excellent organizational, problem-solving skills and willingness to learn
- Ability to work both independently and as part of a team in a fast-paced environment
- Comfortable speaking in front of large groups of professionals and parents
- Driver's License, an automobile, proof of automobile insurance and ability to travel throughout the state
- Available to work some evening and weekend hours including occasional overnight stays out of town

Salary Range: \$17.31/hour - \$22.00/hr for full-time employment. This position is Full-time in the Springfield, VA office.

*As an equal opportunity employer, PEATC believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, PEATC's employment decisions and practices will not be influenced or affected by race, color, creed, religion, national origin, ancestry, citizenship, sex, marital status, veteran status, disability, age or any other characteristic protected by law.