

**POSITION: Parent Engagement Specialist**

LOCATION - West Virginia (virtual and in-person} SUPERVISOR: Executive Director

STATUS: 20 hours per week.

Employment: At-will (Non-Exempt}

Wage: To be determined based on work history and qualifications

**Overview:**

Under the supervision of the WV PTI Project Director, the Parent Engagement Specialist is responsible for providing training, information, and technical assistance to parents and caregivers of children, teens, and young adults with disabilities and unique needs. This position also trains the professionals who work with children and youth with disabilities. WV PTI provides one-on-one individualized technical assistance (i.e., telephone, mail, text, and email} workshops/conferences, support groups, and community outreach through in-person and ZOOM.

**Essential Functions:**

1. Organizes, facilitates, trains, conducts, and participates in meetings and training sessions for staff, parents, and educators.
2. Assists staff in developing and preparing training, materials, and support for parents and caregivers as needed.
3. Organizes and participates in regional staff and school meetings.
4. Represent the agency on community boards, councils, advisory groups, etc.
5. Maintains organized records of activities related to the WV PTI, including tracking the activities and number of trainings and events and entering the information into Salesforce.
6. Coordinates efforts to encourage collaboration for parent engagement and empowerment.
7. ZOOM bi-weekly meeting with staff and the WV PTI Executive Director for ongoing support.
8. Identify school-related activities and resources that provide services to parents and caregivers of children and youth with disabilities and establish and maintain cooperative relationships with them.
9. Coordinates the development of articles for the WVPTI newsletter.

10. Submits accurate, prompt reports as requested by WV PTI Executive Director.
11. Ensures absolute confidentiality concerning information records concerning parents, caregivers, and their children.
12. The ability to perform the job functions of the position.
13. This is a professional role. Tardiness and unexcused absences will not be acceptable.
14. Work hours may include some weekends and evenings as needed with prior notice to meet the grant goals.
15. Some travel within the region and throughout WV is required
16. The statements above describe the general nature and level of work a person performs in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

### **Minimum Qualifications**

- Strong written and oral skills.
  - Applicants must have lived experience with disability. Preference will be given to family members and caregivers of persons with disabilities and unique needs.
  - A valid WV's Driver's License, automobile insurance, and access to reliable transportation.
  - A bachelor's degree in a related field plus at least one year of full-time, related experience is preferred, OR
  - At least three years of full-time, related experience, including experience advocating and information sharing.
  - Knowledge of or ability to learn systems and regulations related to disability issues such as ADA, IDEA, Section 504, and Procedural Safeguards.
  - Knowledge of or ability to learn Microsoft Office and internet/social media tools such as Constant Contact and Webinar services.
- Strong interpersonal and communication skills and the ability to work effectively with various individuals in diverse communities across West Virginia.
- Strong written and verbal interpersonal and communication skills (active listening and effectively conveying information to families and staff.
- Strong problem-solving and conflict-resolution skills

- Ability to handle multiple tasks at one time (i.e. “multi-task”)
- Positive time management skills

### **Abilities Required**

The physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk and listen. The employee must frequently use hands or fingers to handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, and stoop, kneel, or crouch. The employee is required to travel to various locations throughout Iowa and work evenings and weekends as needed to coordinate and conduct training throughout Iowa. Reliable transportation and proof of a valid driver’s license and automobile insurance are required.

The employee must occasionally lift and/or move up to 30 pounds.

The noise level in the work environment is usually moderate.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Executive Director at WV Parent Training and Information, Inc.

WV PTI, Inc. does not discriminate and encourages applications for employment from members of traditionally underrepresented groups based on race, color, national origin, religion, gender identity, age, or disability. Job functions and requirements are subject to possible modifications to accommodate individuals with disabilities.

All duties and responsibilities are essential functions and requirements and may be modified to accommodate individuals with disabilities reasonably. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to their health and safety or that of others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.