

JOB DESCRIPTION

IN*SOURCE REGIONAL PROGRAM SPECIALIST

ABOUT THE POSITION

The Regional Program Specialist position is a part time position, ranging from 16 to 24 hours per week.

RESPONSIBILITIES

The responsibilities of the Regional Program Specialist include, but are not limited to, the following:

- provide individual assistance to parents and professionals
- conduct parent training workshops
- participate in volunteer training workshops
- maintain ongoing contact with trained volunteers
- participate in revision and dissemination of materials
- conduct outreach and public awareness activities
- perform appropriate record keeping activities
- participate in agency related activities, including regional and statewide conferences

REQUIREMENTS

A post-secondary degree and/or equivalent training and experience is required. The applicant must be knowledgeable about federal and state laws pertaining to the education of infants, toddlers, children and young adults with disabilities. Some travel will be required. Additional requirements include good writing skills, knowledge of basic record keeping, good organizational skills, strong communication skills, problem solving skills, and the ability to work effectively with the general public.