JOB ANNOUNCEMENT
FOR
FULL-TIME PARENT SUPPORT SPECIALIST

In 1996, Advocates for Justice and Education, Inc. (AJE) was created to increase parental participation in their children's education. AJE's mission is to empower families, youth, and the community to be effective advocates to ensure that children and youth - particularly those with disabilities and special health care needs - receive access to appropriate education and health services. AJE has designed all of its programs and services to increase parents' knowledge and capacity to advocate for their children and build community power to achieve systems change, eliminate barriers, and dismantle educational and health inequities in DC. We utilize a multi-strategy approach to achieve our mission: Direct Services to address a family's immediate issue; Training to increase parents' knowledge and capacity to self-advocate; and Advocacy, in partnership with families and other stakeholder partners, to bring about systemic changes through policy, legislation, and litigation.

PRINCIPAL RESPONSIBILITIES:
This description incorporates the core responsibilities of the position. It is recognized that other related duties not specifically mentioned might also be performed and that not all responsibilities may be carried out depending upon operational needs. Additionally, this position has flexible hours and a non-traditional work schedule.

The incumbent in this position will:

- Assess the individual needs of families and formulates strategies to meet those needs in a timely and cost-effective manner;
- Provide on-going monitoring and support of families, including client advocacy and service linkage, and comprehensive case management services in health, mental health and school related matters;
- Assist families in developing the skills necessary to facilitate the growth, development, and overall well-being of their children;
- Conduct outreach activities, training and technical assistance to families, professionals, schools, health agencies and other social service agencies to promote a better understanding of the needs of children and youth with special needs and special healthcare needs;
- Maintain contact with community resources and makes necessary referrals;
- Participate in case review sessions;
- Maintain and updates records, monthly reports and client files in an ethical and time sensitive manner;
- Collaborate with team members on AJE programs and projects.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma plus two (2) years of relevant experience inclusive of lived experience;
- Knowledge of community-based services/supports for families and knowledge of available resources, services and the institutions that are responsible for managing them in DC.
- Experience (trained or lived) in health care & education systems
- Ability to effectively interact and communicate with diverse communities;
- Ability to communicate and work effectively within a team and in partnership with other organizations.
- Ability to problem-solve;
- Ability to plan and manage multiple tasks and meet deadlines
- Ability to work flexible hours (e.g., attend community meetings, conferences, or events)
PREFERRED QUALIFICATIONS:
● Familiarity with the unique challenges facing DC communities

SALARY & BENEFITS: Salary is $40,000. Benefits include employer contributed medical, dental, and vision insurance, paid basic life insurance, 401k with employer contribution, paid annual and sick leave, and federal/local holidays off.

TO APPLY: E-mail your resume, cover letter and three references to information@aje-dc.org with the subject line: Parent Support Specialist Application – [your last name]. We will accept applications until the position is filled and will begin scheduling interviews on July 27, 2022.

Advocates for Justice and Education is an Equal Opportunity Employer. We strongly encourage women, persons of color, LGBTQ+ individuals, persons with disabilities, and persons from other underrepresented groups to apply.