



**Position:** Family Support Specialist  
**Accountability:** Executive Director  
**Objective:** Provide support and locate resources for parents of children with disabilities

Family Support Specialist has natural caring skills to assist parents of children with disabilities. Primary responsibility is to provide support, information and referrals to serve families and keep children in school.

Be knowledgeable of parent's rights, navigate education, health, mental health systems; advocate for children; connect with parents; self-driven to develop projects.

**Duties:**

- Research and respond to parent requests for information and resources and provide support in a timely manner.
- Assist with PTI (Parent Training Information Center) project activities and data collection efforts to assure progress toward goals and objectives.
- Organize and manage meetings with stakeholder and partners of outreach projects.
- Develop regional teams to assist parents in specific geographic locations.
- General supervision of projects.
- Identify protocols to increase statewide parent outreach.
- Locate information and resources for print and social media sites.
- Assist in development and production of webinars and trainings.
- Participation on statewide committees and councils as assigned.
- Other related duties as required or assigned to support project(s) implementation.

**Knowledge:**

- Degree in Special Education or work related experience
- IDEA – Part C and Part B requirements
- North Dakota EI (Early Intervention) system

**Skills:**

- Organize projects
- Basic knowledge of Microsoft Office
- Communicate effectively over the phone and in person
- Public speaking
- Ability to travel to meetings in North Dakota

**To apply:**

- Email resume to [executive.director@pathfinder-nd.org](mailto:executive.director@pathfinder-nd.org)