



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Peer Support Specialist

Reports To: Inclusion Manager

FLSA Status: Non-Exempt

Position Status: Full Time

Grade: 37

JOB SUMMARY: This is a grant funded position that is primarily responsible for providing assistance to coordinate supportive and evaluation services for families whose children have been identified as needing developmental screenings and evaluations. The supportive services will facilitate greater participation by families who may not be inclined to bring their children for evaluations for several different reasons. The individual in this position will also attend meetings, when appropriate, with client families and evaluators from Early Steps and FDLRS. He/she may also attend meetings, if necessary and appropriate, with speech pathologists, physical therapists, and/or any other specialists deemed necessary to facilitate children's developmental growth. The individual in this position supports the coordination of a variety of activities to ensure that families successfully navigate the evaluation process, including necessary resources before, during, and after evaluations are completed. This position requires an individual who can work independently, has excellent time management, and organizational skills with demonstrated attention to detail, and is able to handle sensitive and confidential information in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major duties and responsibility of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions or changes may be made to this description at any time without prior notice.)

- Works with the Inclusion Specialists to receive assignments of families being referred for developmental evaluations in multiple locations.
- Acts as the first level of support to families that have been referred for an evaluation by one of ELC's Inclusion Specialists.
- Assists families in scheduling evaluations/follow-up appointments for their children.
- Accompanies families to evaluations or other medical/developmental appointments as necessary and appropriate.
- Assists families in linking with local support and support groups, as needed or requested.
- Acts as a connector for families for other ELC resources.
- Collaborates with ELC's Family Engagement Specialists to provide additional support to families, as needed.
- Works collaboratively with diverse populations.
- Assists in creating reports based on data collection.
- Performs other duties as required.

COMPETENCIES:

- Organizational skills
- Problem Solving skills
- Attention to detail
- Ability to build strong relationships with early educators
- Team Player
- Patience
- Collaboration and communication
- Strong writing skills
- Time management

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- This position operates in a professional office environment, classrooms in childcare and family home care centers.
- This role uses commonly used applications that include computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear.
- The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.
- Must be able to drive.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time non-exempt position that requires the employee to adhere to ELC's Telework Agreement.
- The office hours of work are typically Monday through Friday, 8:30 am – 5:00 pm.
- Must be willing to work flexible hours, including evening and weekend hours, when necessary.
 - This position may work nights, weekends, and holidays.
 - This position may regularly work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma required. Bachelor's degree preferred.
- Advanced Computer skills to include MS Outlook, Word, PowerPoint, and Excel.

PREFERRED EXPERIENCE:

- Experience navigating the early childhood special needs system of care.

TRAVEL:

- This position may require travel within and out of state to attend conferences and training. If attending a training or conference, the position is expected to share what was learned with the manager and team members.
- Must drive to multiple sites such as childcare centers, family home care centers, etc....throughout Broward County.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance – if applicable
- Access to Reliable Transportation – if applicable
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location – if applicable

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.