



Providing Multicultural, Lifespan Services for People with Disabilities



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Donald Lash
Chief Executive Officer/President

Johnny C. Rivera
President, Board of Directors

Job Description

- Position:** Special Education Specialist
- Department:** Metropolitan Parent Center
- Position reports to:** Director, MPC
- Introductory Period:** As per agency policy and procedure (Employee Manual)
- Exemption Status:** This position is non-exempt and is eligible for overtime pay for hours work more than 35 during a single calendar week (Monday-Sunday)
- Scope of Position:** Under the supervision of the Parent Center director, Special Education Specialist will provide the following services:
- Intensive Special Educational advocacy service to parents of individuals with developmental disability ages 0-21
- Scheduled Hours:** Full-time Monday-Friday 9am-5pm
- General Responsibilities:**
- Serve as a Special Education Specialist for parents of children and young adults with disabilities ages 0 to 21 who are navigating the Special Ed. System
 - Participate in data collection, reporting and monitoring of cases
 - Participate in ongoing citywide outreach efforts, such as community events, conferences and similar
 - Participate in team meetings and specific trainings required by Sinergia
 - Other duties and activities necessary to carry out the requirements of the position of the Special Education Specialist
 - Participate in leadership and organizational partner meetings, and represent the Metropolitan Parent Center at community meetings and events

Job Responsibilities:

- Serve as a Special Education Specialist for families of children and young adults with developmental disabilities, ages 0 to 21
- If necessary, attend IEP, school meeting or any other relevant meeting with parents / legal guardians either virtual or in person once schools re-open
- Maintain timely record of contacts and actions taken in database Salesforce
- Refer parents to Intake as needed or requested
- Participate in citywide targeted outreach events, representing the Metropolitan Parent Center
- Collaborate with other MPC team members in specific projects, as needed

Professional Conduct:

- Maintain absolute confidentiality in regard to all individual served and personnel records
- Adhere to expected work hours/shift and to maintain punctuality when reporting to work
- Abide by all agency policy as outlined in the employee manual
- Maintain good work habits and teamwork relationship with the rest of the Metropolitan Parent Center team and agency employees

Skills Required:

- Demonstrated excellent writing, verbal, interpersonal communication skills
- Strong organization skills. Attentive to details and deadlines
- Preferred experience working with families of individuals with intellectual developmental disability
- Self-directed and well organized
- Comfort with shifting deadlines and priorities
- Proficient in Microsoft Office, including Word, Excel, PowerPoint, Microsoft Teams and Zoom applications

Educational/Other Requirements:

- Associate degree from a two-year college or university, Bachelor preferred
- Preferred: Experience navigation social services, OPWDD and special education
- Preferred: Bilingual English – Spanish

- Desirable: Lived experience as a parent or primary caregiver who has navigated multiple children serving systems on behalf of their child(ren) with social, emotional, developmental, health and/or behavioral healthcare needs is a plus
- Desirable: Experience as a New York State Credentialed Family Peer Advocate (FPA) is a plus
- Willingness to travel via public transportation to locations across the five boroughs throughout the year
- Occasional weekend days might be required

If you are interested in applying for the Special Ed. Specialist positions, please submit a letter of interest together with your resume to the HR Office.

Attn: Lenny Moise, Director of Human Resources **Email address:** lmoise@sinergiany.org

Telephone: 212-643-2840 Ex 337 **Cell:** 646-477-7510 **Fax:** 212-999-4982

****NOTE* this job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization. Job descriptions are revised periodically to meet the needs of the organization.***