



Education for Parents of Indian Children with Special Needs

1600 San Pedro Dr. NE Albuquerque, NM

Position: Training Specialist

Supervisor: Executive Director

Status: Salaried Bi-Weekly, Non-Exempt, Part-Time

Job Summary: The Training Specialist will be responsible for conducting trainings and outreach on behalf of EPICS as assigned by the Executive Director. These activities are conducted with the intent of increasing awareness of disability resources within the Native American community. Incumbent will conduct trainings pertaining to IDEA with an emphasis on part C (early childhood education) and part B (Special Education).

Responsibilities:

- Conduct training sessions as required by grants and contracts including webinars, teleconferences, and in-house training
- Provide youth training sessions, as assigned.
- Facilitate CPRC (parent/youth) cohort programs, as assigned.
- Screen and assess clientele to determine the need for assistance and referral
- Follow up with clientele to ensure proper service was received or provide more assistance if needed
- Develop written resources such as manuals and pamphlets, as assigned
- Attend statewide meetings and meet related obligations
- Responsible for representing EPICS at outreach events and exhibit booths
- Expected to maintain accurate data entry pertaining to training and outreach activities
- Other duties, as assigned

Minimum Qualifications:

- Comfortable with Microsoft Office Suite
- Ability to travel and accommodate flexible schedule
- Exceptional communication skills

Desired Qualifications:

- Customer service experience
- Familiarity with Native American cultures
- Excellent public speaking skills
- Knowledge of IDEA (including parts B and C) and BIE

Physical Demands: Must be able to lift 40 Lbs. – Accommodation as needed

Integrity statement: All employees are expected to perform their respective duties with a high level of integrity, respect for others and themselves, while representing EPICS in any capacity. Employees should use ethical communication practices and sensitivity in all aspects of their job. This is including but not limited to customer service, working with others, and management of company resources.

Note: evaluations will be conducted according to procedures outline in the organizations Personnel Policies. Evaluations are conducted at minimum once a year.

EPICS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

EPICS is funded entirely by grants and contracts therefore employment is contingent upon said grants and contracts.

AGREED:

I accept this position and I understand that this document is not to be considered as a contract for employment for any definite period of time, or the guarantee of any particular rules, policies, procedures, or term of conditions of employment.

Employee Signature

Date