



Notice of Job Vacancy #25-024

Posting Date: August 7, 2024

Position: WV Birth to Three Regional Parent Partner / Community Resource Specialist

Number of Positions: One (1)

Employment Term: Part-time / "as needed" – NTE 30 hours per week

Salary: \$20.00 per hour

Qualifications:

- Must be a parent of a child who was eligible for and received either WV Birth to Three services or Preschool Special Needs services in WV.
- High School Diploma or equivalent required.
- Working knowledge of Part C of the Individuals with Disabilities Education Act required.
- Understanding of and adherence to FERPA and HIPPA guidelines required.
- Must be knowledgeable concerning Foundations in Early Intervention, Infant/Toddler Development, Family Centered Services, Effective Team Practice, Evaluation and Assessment, and Individual Family Service Plans.
- Excellent oral and written communication skills.
- Comfortable with public speaking and reaching out to families and community organizations.
- Prior experience with and willingness to work with people of cultural, ethnic, and racial diversity.
- Ability to work with persons from varied socio-economic backgrounds.
- Ability to work collaboratively in a team environment.
- Ability to travel for state and regional commitments as needed.
- Valid driver's license required.
- All EPIC employees must remain free of alcohol and non-prescribed drugs while in the workplace.
- Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system, who have recent unsatisfactory evaluations by any school system, who demonstrate unsatisfactory interview performance and/or, who receive unfavorable reference recommendations will not be eligible for consideration for employment with EPIC.

Position Overview: The Parent Partner/Community Resource Specialist of the Eastern Panhandle Instructional Cooperative (EPIC) is responsible for the implementation and management of a central resource directory and family-to-family support for the WV Birth to Three Regional Administrative Unit.

This position primarily services Mineral, Hampshire, Grant, Hardy, and Pendleton counties with services for Berkeley and Jefferson counties as needed / as requested.

Reports To: WV Birth to Three RAU Director; EPIC Administrator

Position Responsibilities:

1. Serves as the primary point of contact for families, and others making referrals into the Birth to Three system at RAU 8.
2. Participates in and assists with the coordination of public awareness and child find activities throughout the Region, as directed.
3. Compiles articles related to early intervention/child development for a quarterly newsletter, distributed to Birth to Three families and referral sources throughout the Region.
4. Creates articles related to Birth to Three activities for inclusion in the EPIC Newsletter and other publications throughout the Region.
5. Collaborates with Parent-to-Parent support groups throughout the Region and shares information back to RAU; including linking WV BTT families to support groups.
6. Compiles and maintains a central resource directory; including sharing resources with families and other Birth to Three personnel throughout the Region
7. Keeps accurate documentation of contacts and activities.
8. Compiles quarterly written report of Parent Partner activities for the RAU Program Coordinator to be shared the WV Birth to Three State office.
9. Prepares and disseminates all correspondence and promotional materials related to WV Birth to Three.
10. Participates in Birth to Three meetings and other events within and out of the immediate Region as required.
11. Works directly with the RAU Program Coordinator and Directors in the planning of workshops, meetings and other program activities that involve the sharing of resources with families and/or BTT personnel.
12. Assists in preparing information packets to be disseminated throughout the Region.
13. Performs other duties as assigned by the RAU Program Coordinator, RAU Program Director and/or the EPIC Administrator.

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: Immediately following the onboarding process.

Application Process: You may submit your application one of the following ways:

Online application can be made online via Teach-In West Virginia Application System.

[Use this link to go to the online application system.](#)

Hard copy EPIC application can be downloaded from the EPIC website.

[Use this link to access the EPIC hard copy application.](#)

Once the hard copy application is complete:

Email to Shannon Johnson at sdjohnson@wvesc.org

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

This posting will remain open until the position is filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.