



**The Advocacy  
Network on  
Disabilities**

Formerly known as CCDH, Inc.

7990 SW 117 Avenue • Suite 135 • Miami, FL 33183 Tel 305.596.1160 • Fax 305.596.6196 [advocacynetwork.org](http://advocacynetwork.org)

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**POSITION DESCRIPTION: INCLUSION SPECIALIST**

**STATUS:** Exempt

**REPORTS TO:** Director, Community Inclusion Initiatives

**SUPERVISORY RESPONSIBILITY:** None

**POSITION SUMMARY:** In accordance with CCDH's Scope of Services with The Children's Trust, utilizing best practice adult learning techniques conduct public education, training, technical assistance, coaching, and advocacy activities to increase the capacity of children's services providers to include children with disabilities, and to promote the inclusion of individuals with disabilities in all aspects of community life.

**ESSENTIAL JOB FUNCTIONS**

- As a member of the All Children Together team, assist in recruitment, identification, pre-qualification, and selection of partner agencies.
- Assess a provider's inclusion readiness by administering the Inclusion Readiness Tool and conducting observations;
- Work with providers to increase both overall program readiness and individual student inclusion through the provision of trainings, technical assistance, coaching, and the facilitation of peer learning activities.
- Attend community events and participate in outreach activities to promote project goals.
- Record accurately and in a timely manner, all data necessary to meet reporting and evaluation requirements

**KNOWLEDGE, SKILLS AND ABILITIES**

Inclusion specialists have the ability to interact well with the public and develop good relationships with community providers; excellent communication skills including public speaking; the ability to use the computer for communication, data collection and reporting; knowledge and ability to respect confidentiality requirements; strong collaboration skills; ability to support other team members; willingness to learn new skills. Fluency in Spanish or Creole strongly preferred.

**MINIMUM REQUIREMENTS**

Bachelor's degree required, Master's strongly preferred in education, social work, or other related field; and at least 2 years experience working with children or youth with disabilities, conducting trainings, and/or mentoring peers.

**SALARY & BENEFITS**

\$36,000 - \$46,000 depending on degree and experience. 100% employer paid health, life, and disability insurance; generous paid time off and holidays; collegial working environment

**FOR MORE INFORMATION ABOUT THE ACT PROJECT,** click [HERE](#).

**PLEASE SUBMIT COVER LETTER & RESUME TO** [hr@advocacynetwork.org](mailto:hr@advocacynetwork.org)