

Disability Coordinator

B'Above World Wide Institute

New York, NY

Program Director

Posted on March 17, 2020

Job Description

About B'Above Worldwide Institute:

BeAbove Worldwide Institute Inc. is a nonprofit children's organization that provides quality childcare for families in the Queens, Brooklyn and Bronx communities. Our schools support all aspects of children's growth and development in a safe and nurturing environment. Our program provides comprehensive services for children and their families in keeping with the ideal that the caregiver is the child's primary teacher.

Responsibilities

Main Job Tasks and Responsibilities

- General clerical duties including photocopying and faxing
- Field-work with children including administering and scoring developmental screenings
- Handle requests for information and data
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Establish community partnerships with evaluation agencies and therapists
- Communicate with parents, teachers, Education Directors, and district administrators
- Data entry and tracking

Qualifications

Education and Experience

- Bachelors in Education, Special Education or a related field preferred

- Computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment
- **MUST HAVE** - Experience working with/teaching children aged birth to five
- Travel required to Queens, Brooklyn and the Bronx (**personal vehicle preferred**)

Key Competencies

- Proficiency in general clerical duties such as photocopying, scanning, faxing, filing, record keeping, and conducting outbound and inbound calls in a professional, courteous manner
- Proficiency with Microsoft Office software
- Strong communication skills – written and verbal
- Strong organization when dealing with digital and physical files
- Adaptability
- Problem assessment and problem-solving skills
- Attention to detail and accuracy
- Ability to work as part of a team with a culturally diverse population
- Preference will be given to candidates residing in Queens

Language

Speaking Spanish a plus

Application Instructions

Please email your resume and cover letter to cdiamond.beabove@gmail.com