

**Southern New Jersey Regional Early Intervention Collaborative**  
**1044 South Rt. 73, Suite A**  
**Berlin, NJ 08009**  
**Phone 856.768.6747 Fax 856.768.7608**

**Manager of Family Support**  
**Job Posting**

The Manger of Family Support is responsible for educating and supporting families; and establishing, coordinating and conducting community based outreach for the Southern New Jersey Regional Early Intervention Collaborative (SNJREIC). Work as a member of the SNJREIC team to ensure a family-centered system of early intervention services within the southern region of New Jersey (Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester and Salem counties).

**Key Responsibilities:**

- Respond to families' concerns, complaints and inquiries within the region by negotiating among parties to reach an acceptable solution.
- Represent and provide support for the early intervention system on a regional level, for family interests and needs regarding early intervention services in the seven county areas, including family training, workshops and public awareness events.
- Endorse family-centered principles.
- Ensure that a variety of family supports and resources are available to assist families and to enhance their connections within their communities and empower families in decision-making processes.
- Assist in maintaining the regional website.
- In collaboration with the NJ Department of Health (NJDOH), develop and distribute family friendly communication/materials.
- Driving throughout the southern region and to other parts of the state is required to attend/conduct meetings/trainings.

**Qualifications:**

- Bachelors degree;
- Parent and/or immediate family member of a child with a disability who has participated in early intervention;
- Knowledge of Part C of the Individuals with Disabilities Education Act (IDEA);
- Ability to work as a member of a team;
- Knowledge of computers (Microsoft Word, Excel, Publisher);
- Ability to organize, plan and implement activities (child find and outreach);
- Ability to communicate effectively both verbally and through writing is essential;
- Ability to work with people in a democratic manner and exercise flexibility and creativity;
- Ability to effectively work with a Board of Trustees/Councils, committees and volunteers as deemed appropriate;
- Ability to negotiate and collaborate with diverse organizations, groups and individuals.

**Interested Candidates:**

Interested candidates should submit electronically a cover letter, resume and salary requirements to:

Jennifer F. Buzby, M.Ed., LDTC  
Executive Director  
[jenbuzby@snjreic.org](mailto:jenbuzby@snjreic.org)

**Deadline for submission is August 10, 2018**