



**Opportunities, Inc.**  
**"Helping people, Changing lives"**

**Job Opening Announcement-Staff/Public**

**July 8, 2022-July 18, 2022**

**Job Title:** Special Needs Assistant-Great Falls

**Salary:** \$15.35-\$16.52 DOQ + Full Benefits

**Applications accepted until 1:00 pm, July 18, 2022.**  
**"EOE" M/F**

**Overall Responsibilities:**

1. Assist the Family, Community Partnership Unit in coordinating services for children with disabilities & their families.
2. Act as an advocate, supporter & educator of state and federal laws governing the rights of families with children who have identified disabilities under IDEA.
3. Assist with classroom observations & document those observations in order to provide technical assistance to Teachers working with children who have a disability.
4. Ensure that each enrolled child receives a developmental screening
5. Assist the Special Needs Coordinator in delivering services for the behavioral & disabilities unit.
6. Will be expected to become completely familiar with the Agency mission and philosophy, & fully participate in promoting the accomplishments of the Agency goals & objectives. Be an advocate for the low & fixed income, implement social and economic justice.

**Qualifications:**

1. Prefer Associate's degree or combination of two years specific job experience in a disability or related field.
2. Must have knowledge of the following: computers, child tracking systems & maintaining statistical data.
4. Must have good oral and written communication skills.
5. Knowledge & ability to seek out and utilize resources that will assist in achieving program goals and objectives.
6. Knowledge of ADA, IDEA, & Section 504.
7. Ability to communicate effectively with people of various economic backgrounds.
8. Must have no prior convictions of physical or sexual abuse of children.
9. Must have a valid Driver's License & meet all state liability insurance requirements.
10. Ability to accept and utilize supervision.
11. Must be able to lift up to 50 pounds.

**An Opportunities, Inc. Employment Application must be completed for consideration. email scanned pdf applications to [hr@gfoppinc.org](mailto:hr@gfoppinc.org)**

**You may request the application and a complete job description by calling or visiting**

**406-761-0310**

**<https://oppincchanginglives.org/>**

